

RD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Wednesday, September 25, 2013
6:00 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 24, 2013.

Comments from the Public

Report from Human Services Chair, Patrick Evan

Presentation by Judge Zuidmulder – Drug Court

Presentation by Family Services – Healthy Families

1. **Review Minutes of:**
 - a. Community Options Program Planning Committee (July 22, 2013)
 - b. Aging & Disability Resource Center of Brown County (August 22, 2013)
 - c. Children With Disabilities Education Board (August 27, 2013)
 - d. Human Services Board (June 13, July 11, August 8 and September 12, 2013)
 - e. Northeast Wisconsin Family Care (August 7, 2013)
 - f. Veterans Recognition Subcommittee (July 16, 2013).

Communications

2. Communication from Supervisor Hopp re: Discussion, formulation and adoption of a resolution of Brown County PROHIBITING any Brown County Agency, Department, Staff Member or Independent Agency doing business on behalf of Brown County, for participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies or representatives, with the implementation (aka "roll out") of the Patient Protection and Affordable Care Act. (P.L. 111 – 148), signed March 23, 2010 also referred to as the Affordable Care Act (ACA). This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education. Furthermore, the USE of any equipment owned, controlled or operated by Brown County for non-mandated assistance in the

implementation of the Affordable Care Act, shall be prohibited. Furthermore, the USE, of any facilities owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1,500 per hour plus maintenance costs. *Referred from August County Board.*

3. Communication from Supervisor Robinson re: County explore reviving the "Homeless Issues and Affordable Housing Subcommittee," and collaborate with the City of Green Bay and the HOPE Task Force. *Referred from the September County Board.*

Resolution to All Committees

4. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Controller.
5. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

Health Department

6. Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Motion at July meeting: To defer to the Green Bay Chamber of Commerce to be the conduit between the Brown County Human Services Committee and related business community to work on language to be inserted in the strengthening of Chapter 38 Public Nuisance Ordinance including the possibility of reducing verifiable complaints to 2, thus to be returned to the September Human Services Committee meeting.*
7. Resolution re: Reclassification of Position Health Department Health Aide.
8. Budget Adjustment (13-70): Increase in expenses with offsetting increase in revenue.
9. Director's Report.

Human Services Department

10. Executive Director's Report.
11. Financial Report for Community Treatment Center and Community Programs.
12. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
13. Request for New Non-Continuous Vendor.
14. Request for New Vendor Contract.
15. Resolution re: Northeast Wisconsin Long Term Care District County Board Resolution to Authorize NEW Family Care to Enter into a Contract with the Department of Health Services.

Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

16. Audit of bills.
17. Such other Matters as Authorized by Law.
 - a. Discussion regarding setting the date for the Human Services Budget Meeting.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, July 24, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Evans, Supervisor La Violette, Supervisor Robinson, Supervisor Haefs
Excused: Supervisor Hopp
Also Present: Alderman Tom Sladek, Alderman Mark Steuer, Steven Van Lannen, Fred Monique, Laurie Radtke, Larry Collins, Don Johnson, John Hager, Judy Friederichs, John Paul, Dale Schmitt, Jeremy Kral, Doug Marsh, and other interested parties.

I. Call Meeting to Order.

The meeting was called to order by Chairman Patrick Evans at 6:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Haefs , seconded by Supervisor La Violette to modify the agenda, switch item #2 and Item #3, and for the “Audit of bills” (updated agenda has it listed as item #13) to make it item “12a” after “Vacant Budgeted Positions”.

III. Approve/Modify Minutes of June 26, 2013.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Comments from the Public (Excluding Communication from Supervisor Robinson (item #2), and Amending Chapter 38 (item #3), comments from the public regarding these items will be postponed for the time of their discussion). **NONE.**

Report from Human Services Chair, Patrick Evans. **NONE.**

1. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County Executive/Finance Committee (June 27, 2013).
- b. Northeast Wisconsin Family Care Board of Directors (June 5, 2013).
- c. Northeast Wisconsin Family Care Executive Committee (June 19, 2013).
- d. Veterans’ Recognition Subcommittee (June 18, 2013).

Motion made by Supervisor Robinson, and seconded by Supervisor La Violette to approve 1a-1d. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

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Communications

Carried after Item #3, after modifying the agenda

2. **Communication from Supervisor Robinson re: That the Brown County Board of Supervisors consider a resolution of support for efforts to address the issue of homelessness in the Brown County community, especially the work of the HOPE group and other community organizations. *Referred from July County Board.***

Robinson wanted to make it clear why he wanted the County to address this issue.

1. To recognize that homelessness is a county issue affecting multiple areas.
2. Wants County Government to increase the efforts to increase what it is already doing.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Health Department

Carried after Item #1, after modifying the agenda

3. **Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Motion at April meeting: To give Sanimax until the July Human Services meeting to fulfill the commitments made and look at the ordinance at that time.***

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to suspend the rules and open the floor to allow public to speak. Vote taken. MOTION CARRIED UNANIMOUSLY.

City Aldermen, Tom Sladek, District 12; 2634 Sequoia Lane, presented a sample of complaints/ concerns and emails that he has received from the public. The samples are from the months of April to July. Sladek lives a mile away from the Sanimax plant, and has lived in Green Bay since 1971. Since then, residents have taken a stance, realizing they don't have to put up with that smell. Many plants have taken care of their odor problems, but after 40 years, Sanimax is a plant that hasn't done so in his opinion. Sanimax doesn't have objectionable odors every day, which suggests they are capable of operating in a way that doesn't affect the surrounding community. Sladek said he believes they can do it, and that it's just the question of what additional investments and operations are needed. In his opinion, Sanimax hasn't demonstrated an absolute determination to operate in a way that doesn't affect the surrounding neighborhoods. Dropping the number of complaints from 3 to 2 is not a drastic step but necessary to solve the problem. His area is not the worst affected by the odor, but he has heard from many around him complain about the odor. This is something people should not have to face in this day and age. Sladek closed his statement saying he strongly urges the committee to take the measures to reduce the complaints from 3 to 2.

City Aldermen, Mark Steuer, District 10; address: 1730 Nancy Ave., has lived there since 1990, shared that the area that seems to be most affected is around Taylor St. and Military Ave., and from Bond St. down to Shawano Ave. Steuer shared that the odor problem is definitely affected by weather. Physical changes of the landscapes and HWY 41 project may have altered some of

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the dynamics of this issue as well. He and Aldermen Sladek did have an opportunity to tour the plant, and he felt that the leadership there is trying to do something, and he commends them on that. But to reiterate what Sladek said earlier, other areas are not being taken care of. Not that they want Sanimax to move, but action needs to be taken, because there is frustration with residents. Calls have been coming in with a rate of smell scaling from 1-10, and residents are getting good with that. The odor is sporadic, but it is an issue that needs to be taken care of. People are concerned about health and their property value. Businesses need to be accountable, and government officials need to be accountable as well. Steuer stated his stance is to bring the complaints down to two. Supervisor La Violette shared that she thought this committee has been very involved with this issue, and sees progress. She asked Steuer, in his opinion, if he had seen progress. Steuer responded, "somewhat", the smell is less. He shared he has heard rumors, and hopes he can be proven wrong, that the plant is using industrial perfumes to mask the foul odors. Like anything else, the importance is accountability and taking care of the issue. He shared stories about other plants that have faced similar problems in the past, and for the most part, they were accountable and took action. Steuer concluded that they simply want Sanimax to be a "good neighbor". La Violette asked what Steuer would find acceptable; no odor at all? How much is acceptable? She shared that she's been told that no matter what these companies do, they can't eliminate the entire odor. Steuer said he could not answer for that, but said that any type of company that has these potential problems coming forward, should have some sort of fund built to take care of these issues.

Tim Mayville; 912 Rolling Green Dr., two blocks down from the town of Hobart. In the 8 years at that address, the odors have drifted further to the west, to an area that was a mile west of the technical college. In the last few years you can smell those odors, and the wind does determine the smell. As a community, in Mayville's opinion, with the highway, Lambeau Field expansions, River Walk, you don't want that foul odor to add to those fabulous attractions. The smell will not attract businesses and visitors to the area, and doesn't present a positive image.

Jerry Meyer; 1817 Aspen Ln., one block east of Taylor St. Lived there for 37 years, and he has smelled this odor for a while. He believes the odor has improved, but lately has been reminded that it is still there. Would like Sanimax to keep up the efforts to improve.

Steven Van Lannen, American Foods Group, LLC shared they operate 5 facilities across Brown County, and also shared they are one of the largest employers. In full disclosure, they have a business relationship with Sanimax. He shared business is loyal to their industry. Transportation is a major issue for the high volume of product from their sites. He understands the concerns, but urges the committee not to change the ordinance, because it isn't going to solve the problem. What needs to be done to solve the problem is to work with the elected officials, industry, and the neighborhood. Supervisor Robinson asked exactly what that meant, "to work with elected officials and neighborhoods." Van Lannen shared that their plant on Acme Street had the most bad odor out of the five plants, the residents would call the Alderwomen in that district, who they have a great relationship with. She then called them about the complaints/concerns. Van Lannen said knowing the time, wind direction and such, they can start to fix problems. Robinson asked what Van Lannen thinks should be done to solve the problem. Van Lannen answered that communication to determine when the smell comes, and working with the industry will help, but changing the ordinance will do little. The odors are difficult, but this town's ordinance is already one of the strictest. Chairman Evans wanted to make clear that Van

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Lannen understands that he is clear he stated himself that the odor is a problem, he doesn't expect neighbors to accept the odors, and that he doesn't want Sanimax ordinance lowered to two. Van Lannen confirmed that was correct. La Violette asked Van Lannen how much it would affect his facilities if Sanimax moved out of the area. Van Lannen said it would be a major impact, because the next closest facility would be Brillion, WI or St. Paul. It would change the nature they are in. Supervisor Haefs said if they were to go with the two complaints, and possibly say there was a malfunction, that is understandable... but it's the consistent nagging.

Fred Monique, Vice President of the Economic Development at Advance, and Green Bay Area Chamber of Commerce, shared some viewpoints from the chamber's perspective. The chamber is a business membership organization and among its primary objectives is to advocate on behalf of the business community. They oppose the proposal to change the citation from three to two. Brown County is one of the strictest counties in Wisconsin. Monique shared they don't feel this amendment would support business growth in these communities and could hurt the expansion of growth. The current ordinance at three provides a good balance between the community and business. Sanimax is involved in the community, and one of the longest in operating since 1881. Funding and contributions have benefited hospitals, charities, and environmental agencies, and has proven to be a strong partner in the community. Last year, Sanimax invested approximately \$1 million in capital investment to address the odor issue, but unfortunately it didn't work as planned due to poor results. They've also invested an estimated \$800,000 this year to continue to address the odor issue, using chemists, replacing old generators, ventilators, and more. They have demonstrated their efforts to eliminate odors from their operations. Through effort, an assessment was done to determine the dollar impact of businesses. Sanimax has an annual economic impact of \$121.6 million dollars not only limited to Brown County, but the other five counties that it touches, too. This represents purchases for operations. Consequences of this evening may have significant impact on related industries in the community. Meat truckers will have to travel to other render companies like Brillion and Minnesota, which will be at full capacity, cost of travel, receiving less dollars for the products, or putting the material back into a landfill, which is not an acceptable alternative. Not to exactly say Sanimax will leave the community, but a business will go where it can make money, see future capital and expansion. It impacts not just on Sanimax but the meat packing industry. Monique asked the committee to consider all these aspects before amending the current ordinance.

Due to a conflicting event, Supervisor Haefs left at approximately 6:45 p.m. Before his exit, he expressed he understands this situation is complicated. He believed Sanimax is trying to fix the problem, but it's the citizens' quality of life that's important. Being stern about this situation needs to be acted, to show the seriousness of this issue.

Evans expressed his disappointment to Monique about Advance in previous times that they stated they didn't want to get involved in politics. And now with this ordinance, which clearly is politics, they are involved. Monique said they advocate on behalf of businesses. Evans then shared a list of professionals and asked Monique if he knew the individuals, many of which he did. Monique explained their duty is similar to Evans and the committee's. They are asked as supervisors of the County to vote on issues that many do not agree on. They look at industries that would be impacted most, and in this situation, it would be the meat processing industry. They then ask for the opinions of those most affected, whether they should go forward with opposing the ordinance or not. Monique also wanted to clarify that he was here tonight in

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representation of the Chamber, not Advance. Evans didn't think it was necessary to choose which institution to represent. Doing nothing is not an option, he doesn't think he's seen a lot done, but with what was just shared and how much Sanimax has invested to try to fix the problem, they should continue on that path. Evans clarified that he is a supporter of Advance and the Chamber. But they can agree to disagree, and he will still support both. There are other issues he'd like to get the Chamber involved in. He understands the big economic impact Sanimax has, and the good they've done with fundraising, but that isn't a reason to give a free pass.

Evans wanted to clarify the switch over of Sanimax, that it was originally Animax in 2005. That's a new company and business has changed. It's the same operations since 1881, but with new owners.

Robinson addressed the comment "working with the corporate sector", Monique said that it could mean a range of things; delaying action, leaving the ordinance unchanged, working something out with Sanimax. Robinson said they've done two of the things listed already. Maybe the issue is getting better, but it's not acceptable. Shared were the number of complaints in the previous months:

7 complaints/ within 3 weeks in July
15/ within 2 weeks in June

Larry Collins, Environmental Manager with JBS, stated he and his company are in favor of leaving the ordinance as is. They concur that they are trying to improve their performance with the investments. Collins shared a situation similar that they had in the past, and how they were successful in getting over the hump of complaints through capital expenditures and additional innovations. Collins asked the committee to be open minded about Sanimax's improvement over last couple of years. He shared at JBS, on the wrong day with certain winds, the odor could become stronger. On behalf of JBS, Collins said they would like the committee to keep it at three for the ordinance. He then shared that he thinks Sanimax could be successful in installing a thermal oxidation type of control technology, but expressed that more accurate answers will come from the Sanimax representatives themselves who will come to the stand shortly.

Don Johnson, General Manager at Sanimax, came to address many of the issues brought up. On June 27, they implemented a new technology, Regenerative Thermal Oxidizer. Last week, they had their nationally recognized consultant perform additional odor monitoring of the new technology. Those results showed 61% improvement of their odor profile in July last week when it was hot, compared to last year's during more mild conditions in October. Heat and humidity do have a significant impact. There was an odor issue last week, as Mr. Meyer did mention earlier due to a power outage from the storm. During that outage, significant damage was done to their equipment, but since then this has been fixed. Certain publications show odor intensity is down 43% year after year-over-year, in addition, there is a 50% reduction in the area. Intensity rating of the odor has reduced as well. Sanimax is extremely dedicated to lowering their odor problem to the lowest level possible. Johnson understood that this was a challenging position, and would like a task force formed between Sanimax and external representatives, to understand every step that Sanimax is taking as well as future plans to improve. Time, energy, and understanding is necessary to solve the problem, because the committee doesn't have a thorough understanding of the environment they work in and the processes they are doing, or planning.

Johnson confirmed to Robinson, he does believe a portion of the odor complaints were due to the power outage last week. Their plant lost power for four hours, equipment was damaged for over 24 hours, and wasn't fully fixed until the past Saturday. Robinson shared that they received a complaint on the following Sunday... Johnson said their plant wasn't even running for 12 hours prior to that. It was determined that complaint wasn't verifiable.

After doing some math, Robinson determined if the maximum fine went through, a complaint a week for the entire year, it would be around \$101,500 and it would take 18 years of being fined every week to equal the investment Sanimax has made in the last two years. Robinson stressed his concerns about the levels of fine, and if it is going to be enough as an incentive for them to do anything at all.

Evans brought out a letter that was addressed to Mr. Couture, CEO of Sanimax (attached). The letter of complaint was read out loud and then it was shared that it was addressed in 2009, over 4 years ago...how much time does Sanimax need, Evans then asked. Johnson shared his position with Sanimax, he's been with the company for 18 months only. In 2009, there were 52 complaints. Prior to campaign to complain against Sanimax this year, there were 8, 50% reduction year-over-year. There have been drastic improvements from 2009 to last year. From last year's footprint, they have made a 61% improvement in their odor profile, and have plans to make it better.

Regarding the task force idea that Johnson offered, Evans said he would never support that, because that would just slow down the process. If the listed number of improvements have been made as Johnson shared, it should not matter what the ordinance is, stated Evans. He added performance is the key, and he doesn't see the performance. Johnson disagreed, the verified intensity is down year after year, and the people have seen improvement.

Determining a fair decision on the ordinance, Robinson asked Johnson in his opinion, how many complaints were due to mechanical failures. Definitely all five last week were, upon fixing, air flow needs to be balanced within the plant, answered Johnson. Robinson asked if they were to lower the complaints to two, excluding the verifiable complaints due to mechanical failure, what Johnson's reaction would be. Johnson asked how would it be applied consistently and would it be applied fairly. If given this choice, Johnson said he could live with that.

John Hager, Attorney for Sanimax since March 1987. Hager shared that when he first worked with Sanimax in 1987, it was called Animax, Green Bay Soap Products. As shared earlier, in the absence of Sanimax being where it is today, there would be a huge number that would go to the landfill. Hager expressed the commitment of Sanimax on this issue to be a good corporation in this community. Hager thought the letter that Evans read was disingenuous, because some of the people who signed had partnerships with Sanimax at different times. He reiterated the comments made; complaints are down 50%, Sanimax has invested a large amount into trying to fix the odor problem, and he shared he received an email from an individual who lives on Sequoia saying that he's seen a reduction in odor, and built a home just a couple blocks away from Sequoia Way.

Hager appreciated the idea to accommodate the violations to equipment breakdown, but once the citation is given, fighting it is going to depend on who is representing the county, or what the judge thinks. It's not that easy, and free passes are not given easily. He expressed that this county is one of the most restrictive odor ordinance in Wisconsin. Regarding detectable odor rising from a scale of 1-10, it doesn't matter, it's still a detectable odor which is a violation. Hager clarified to Evans that the committee can't draft ordinances based alone on one business, and felt Evans was clearly looking at Sanimax only. He encouraged the committee to take a step back, and to let Sanimax continue what they are doing; Sanimax is on a track to eliminate the odor and have shown progress. Offered by Hager was the analogy that if someone was fixing their driveway with a strong sealant and two calls to complain about the odor would automatically result in a citation, and these calls could have been both from the bordering neighbors, left and right of the cited neighbor.

Evans asked for clarification on what Sanimax representatives have just stated. Johnson stated he could live with changing the ordinance from three to two excluding verifiable complaints, and what Evans just heard from Hager is simply "no" to changing the ordinance. Hager stated that's not what he said, he said changing the ordinance will not do much good, and it isn't that easy for what Robinson suggested to Johnson, you can't guarantee leeway when you present the citation to the council or judge.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Health Director, Judy Friederichs and Environmental Manager, John Paul, came together to deliver the health report, but before that, they were asked for opinions about the issues with Sanimax, and changing the ordinance.

Given was an example by Robinson of the citations and bias complaints. There are three complaints in the slight odor category, resulting in a citation; two complaints in the strong-foul odor category, which wouldn't be cited. Robinson talked about the possibility to use a numerical scale to determine citation, It's agreed and understood by the committee and community that the odor cannot be eliminated completely, but at least minimizing it would improve.

Robinson asked Friederichs how she would feel about the ordinance being changed to two complaints with the exception of mechanical failure. Friederichs expressed she understands people are frustrated, but stressed concerns if that would solve the problem. She recommended that question be deferred to the sanitarians, who could answer best.

Dale Schmitt, Health Inspector said rating the strength of odor would prove difficult for the health inspectors. Robinson clarified to Schmitt that he wants them to do nothing differently from their current work. Deciding factor of the scale would be done in the office.

Evans asked the Chamber of Commerce representatives if they would be interested in helping the county be a conduit, the county will lower it to two complaints and acknowledge the protection of the organization as well. The Chamber president, Laurie Radtke and Monique agreed. Evans stated he feels confident that the individuals present today are smart, and can come together for a solution. Evans and Radtke agreed to sixty days to resolve the issue.

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Evans shared with all that Supervisor Hopp couldn't make it to the meeting because of work engagements. He also read out loud an email from Hopp expressing his stance on the issue. Hopp's email (attached) stated he didn't believe Sanimax upheld their responsibilities, and he would like to see the operations ceased until the matter is fixed. Many of the committee members didn't agree with Hopp's statement.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to defer to the Green Bay Chamber of Commerce to be the conduit between the Brown County Human Services Committee and related business community to work on language to be inserted in the strengthening of Chapter 38 Public Nuisance Ordinance including the possibility of reducing verifiable complaints to 2, thus to be returned to the September Human Services Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. Director's Report.

Friederich's shared that she talked to Executive Streckenbach about a dilemma she was approached with a couple months ago about a grant. She was advised by Streckenbach to ask Evans for his thoughts. She wanted to know what options she had to move forward. Affordable Care Act as a navigator position, they've been approaching health departments all across state. Outreach program, public education coordinator position for the region. She asked if there was a possibility to have a special meeting to meet briefly before the County Board to make a process. Evans said it shouldn't be a problem.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Human Services Department

5. Budget Adjustment (13-58): Increase in expenses with offsetting increase in revenue.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. Recommendation and Approval of Bid for Community Treatment Center Interior Remodel/ CBRF—Project #1720.

Doug Marsh, Facility Manager handed the committee a summary of the BID Tabulation. Evans requested tabulations be sent ahead with their packets if possible. Their recommendation is to go with Milbach Construction Services, Co.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Financial Report for Community Treatment Center and Community Programs.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. Statistical Reports.

- a. Monthly Inpatient Data – Community Treatment Center.
- b. Monthly Inpatient Data – Bellin Psychiatric Center.
- c. Child Protection – Child Abuse/Neglect Report.
- d. Monthly Contract Update.

Robinson asked why the charts were different. It's helpful to have comparisons, to see where things are going.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. Request for New Non-Continuous Vendor.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. Request for New Vendor Contract.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. Vacant Budgeted Positions (Request to Fill): Human Services – Economic Support Specialist (x4) Vacated 7/11/13, 7/16/13, 7/29/2013 and 7/29/13.

Director Jeremy Kral explained these backfills positions are those that have been vacated recently or through internal promotions. There is a contracted trainer coming in to have the new staff up to speed with the Affordable Care Act. They cannot be short staffed right now, because training might not be available later, or offered but at a higher cost. Robinson stressed he didn't feel confident approving this without paperwork. Evans said they were looking to fill right away, and that is why no documents were presented for this agenda item.

Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

12a. Audit of bills.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

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Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

~~13. — **Audit of bills.**~~

moved to #12a, after modifying the agenda

13. **Such other Matters as Authorized by Law.**

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to adjourn at 8:32 p.m.

Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Blaire Xiong
Recording Secretary

III

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, July 22, 2013 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Patricia Hickey, Mary Schlautman, Cathy Williquette-Lindsay, Chua Xiong and Lori Weaver

Absent: None

Excused: Sandy Juno

Others Present: Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:32 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Hickey moved to approve the agenda as mailed. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Desotell moved to approve the May 20, 2013 minutes as mailed. Ms. Hickey seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Ms. Weaver addressed Rolf Hanson’s latest NEW FC Report to the Northeast Wisconsin Region, dated June 27, 2013. The “Plan B” that was discussed last month is now off the table. The legislature’s Joint Finance Committee requested that DHS complete a feasibility study by December 14, 2013. Assuming results are acceptable to the Joint Finance Committee, an RFP would be issued early next year with possible transition from Waiver to Family Care some time in 2015.

COP High Cost – Ms. Weaver said we have not spent all of the \$50,000 allotment for the calendar year.

Quality Assurance Monitoring Review – Ms. Weaver said The Management Group conducted their annual review involving both case files and home visits. We did very well with only one \$116 disallowance involving a consumer’s cost share. Last week we were informed that CMS needs more data, so TMG will be returning to complete more record reviews and home visits in fall.

Significant Proportions – Ms. Weaver said we are still struggling to achieve and maintain the state’s 57% elderly goal. We are at 56% right now and placing only elderly individuals on service unless they are diversion/relocation cases.

Staff Changes – Katie Schroeder began July 15 as an LTE employee in the COP unit. She comes to us from Shawano County and is already assuming new cases. There are two more LTE vacancies but we are waiting to fill them until there are more resources in place. Carol Cormier is no longer the wait list coordinator and

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PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – July 22, 2013

has assumed a case manager role once again. Dennis Zack from the CIP unit will be taking over the wait list coordinator role.

Wait List - Despite staff changes we have managed to assign out 127 cases so far in 2013. The wait list is growing; currently there are 191 physically disabled and 269 elderly on the list. These numbers include 100 individuals being worked up by case managers or not yet approved for service.

State Approval of 2013 COP Plan Update Case Management Rate – Ms. Weaver said the state has approved our request to increase our rate from \$101 to \$102 per hour.

CIP Update – Ms. Hansen said there are 92 individuals on the DD wait list currently and of these 46 are “at large.” We continue to maintain these people but services are limited. There are 12 people transitioning to CIP from the children’s waiver unit. Otherwise it’s business as usual. CIP has recently acquired case manager Robert Lowney who comes with 15 years’ experience as a case manager in Shawano County.

MOTION: Ms. Schlautman moved to approve the update reports and place them on file. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

CLOSED SESSION

Ms. Schlautman read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

MOTION: Ms. Desotell moved to go into closed session. Ms. Xiong seconded. Ms. Schlautman conducted a roll call vote. Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Desotell, Aye, Ms. Williquette-Lindsay, Aye, Ms. Xiong, Aye. Motion carried.

MOTION: Ms. Schlautman moved to go back into regular open session. Ms. Hickey seconded. Ms. Schlautman conducted a roll call vote. Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Desotell, Aye, Ms. Williquette-Lindsay, Aye, Ms. Xiong, Aye. Motion carried.

During the closed session the Committee made the following decisions:

7A – 7C) Three CBRF variance requests for placement at Anna’s House and Bornemann CBRF (for information purposes only – no vote required)

MOTION: Ms. Williquette-Lindsay moved to receive the variance requests and place them on file. Ms. Desotell seconded. Motion carried unanimously.

OTHER BUSINESS

Ms. Williquette-Lindsay said the new Human Services director to replace Brian Shoup has been approved by the County Board. Jeremy Kral was Director of Community Programs under Mr. Shoup before

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PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – July 22, 2013

accepting the position of Interim Director upon Mr. Shoup's departure earlier this year. Mr. Kral came to Brown County from Marquette County where he was Human Services Director.

MOTION: Ms. Williquette-Lindsay moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The meeting adjourned at 8:48 a.m.

Respectfully submitted,
Mary Rasmussen

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PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

August 22, 2013

PRESENT: Keith Pamperin, Barbara Robinson, Lisa Van Donsel, Melanie Maczka, Bill Clancy, Joan Swigert, Beth Relich, Marvin Rucker, Tom Diedrick

EXCUSED: Pat Hickey, Steve Daniels, Donajane Brasch, Larry Epstein

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Arlene Westphal, Laurie Ropson, Barb Michaels, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 8:38 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None

ADOPTION OF AGENDA: Mr. Clancy/Ms. Swigert moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 11, 2013: Ms. Van Donsel noted that on page 6 under "Announcements" her name was spelled incorrectly. Ms. Relich/Mr. Pamperin moved to approve the minutes of the regular meeting of July 11, 2013 with the above noted correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT: Ms. Bowers reviewed the July 2013 Financial Highlights (enclosure) indicating that salary and meal expenses were under budget for the year.

Ms. Mazcka/Ms. Van Donsel moved to approve and place on file the July 2013 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the Restricted Donation Report. The total additions for the month of July were \$50 for Homebound Meals.

Ms. Robinson requested a definition of a "Restricted Donation". Mr. Diedrick explained that a Restricted Donation is one that is designated to be spent on a specific program or in a specific category; and, we honor their request by using those dollars as they requested.

Mr. Pamperin/Ms. Relich moved to approve the \$50 Restricted Donation received in July, 2013. **MOTION CARRIED.**

REVIEW AND APPROVAL OF AUDIT: Ms. Bowers explained that the audit is received in two parts. The first part is the Management Communications which identifies the expectations of management and the prioritization of what the auditors look for during the audit. The audit findings were reviewed:

- *Consideration of Internal Control:* Schenck did not identify any deficiencies in internal control issues.
- *Qualitative Aspects of Accounting Practices:* The ADRC is following generally accepted accounting principles.
- *Accounting Estimates:* The depreciation schedule is an annual entry and they are looking at appropriate allocations across programs.
- *Management's Estimate of Functional Allocation:* Management costs.
- *Difficulties Encountered:* There were no difficulties identified.
- *Corrected and Uncorrected Misstatements:* There were none.
- *Disagreements with Management:* They reported no such disagreements.
- *Other Audit Findings or Issues:* Schenk is consulted as needed.
- *Supplementary Information:* Identifies the auditor's responsibility in determining management's compliance to following generally accepted accounting principles.

The second part of the Audit includes the Financial Statements. Ms. Bowers reviewed:

- *Statement of Financial Position:* Demonstrates our positive financial position at the end of the year which is over \$2,800,000.
- *Statement of Functional Expenses:* Identifies the programmatic and management expenses within our overall budget. Findings indicate a favorable management expense of 15%.
- *The Independent Auditors' Report for Financial Statements:* Overall, the final audit report was positive and without findings.

Ms. Christianson thanked Ms. Bowers for her dedication and service.

Mr. Rucker/Mr. Pamperin moved to approve the 2012 Audit. **MOTION CARRIED.**

DIRECTOR'S REPORT:

- A. COLLABORATION WITH UWGB ON SELF-DIRECTED SUPPORTS:** Ms. Christianson described to the board her involvement in two projects around self-directed supports. Self-directed supports is a philosophy and strategy for delivering services where the consumer is at the center of control. The first project is a National Project to develop standards, curriculum, and certification for Options Counseling Professionals.

Wisconsin is one of eight states in the nation to receive that award and we are privileged to participate in this process.

The second project is a collaboration with the Social Work Program at UWGB. This project involves developing curriculum infused with self-direction support for social work students. Ms. Christianson will be traveling to Boston College in September to work with faculty at Boston College and UWGB. Grant funds will be used to pay travel and a stipend that will be reimbursed to the ADRC for Ms. Christianson's time. Both projects will support the development and training skilled Options Counselors in the area of self-directed supports. Ms. Christianson awaits the return of the MOU of Boston College in the next week and will need the ADRC Board approval prior to the projects start. Board members should anticipate an e-mail with the final document within the next few weeks. Ms. Christianson will be looking for electronic approval prior to the end of September.

- B. BUILDING/REMODELS UPDATES:** Ms. Christianson shared the preliminary architectural drawings included in the board packet. The drawings reflect several different options for increasing office space, utilizing the space at 331 S Adams building and modernizing the congregate meal site. The management team will be meeting with the architect to review function and cost for the renovations. Finalized plans and additional details will be shared with the board as soon as they are available.

Mr. Diedrick mentioned, during a recent county executive meeting regarding our ADRC Budget, an offer was made to utilize space at the Northern Building to reduce cost.

- C. REVIEW OF THE ADRC CONTRACT INFORMATION: REVIEW CHANGES/PROPOSED NEW LANGUAGE:** Ms. Christianson reviewed the proposed information and language changes to the ADRC Contract for 2014 (enclosed). She stated there were no major changes and highlighted the website link at the bottom of the handout so board members can access the full contract as reference.

Mr. Rucker inquired about the "income maintenance consortia" language change. Ms. Christianson cited that Brown County is no longer the "Brown County Income Maintenance Department", it has been restructured into "The Income Maintenance Consortia of Brown, Shawano, Kewaunee, Door, and Oconto" referring to a regional income maintenance unit.

- D. BUDGET MEETING WITH COUNTY EXECUTIVE:** Ms. Christianson reported that the budget meeting with the County Executive was positive. She reviewed handouts #8D, included in the board packet, as she had with the County Executive and his team. The first handout was the *2013-2017 Initiatives: 3-5 Year Long View*. This plan guides the ADRC in five major areas:

- To reach people sooner
- To focus on Quality and Technology
- Leadership Development of Coordinators and Staff
- Help to Sustain the Long Term Care System
- To Focus on Wellness and Health Promotion

Ms. Christianson also shared the Brown County Demographics and Sequestration Impact Report with Executive Streckenbach. She noted that we also shared this report with Tammy Baldwin who held a Listening Session at the ADRC with staff, volunteers, and some consumers. It was very well received and it was nice to be able to show both Tammy Baldwin and the County Executive what Brown County looks like now and how sequestration will impact us through 2021. Ms. Christianson highlighted the importance of volunteers, the data we collect, and how they make our programs work.

Ms. Christianson took a moment to acknowledge Ms. Giesen, Ms. Bowers, and Ms. Ropson, as the Management Team, for all of their hard work and dedication preparing this budget.

Mr. Diedrick stated that this was a very positive and productive session with Executive Streckenbach and he felt that our budget was on the right track. Mr. Diedrick emphasized that County Executive Streckenbach identified the ADRC Board of Directors was an independent decision making body. While the board has the ability to make independent decisions the impact of those decisions interface with the county budget, committees, and board.

Ms. Christianson noted that Executive Streckenbach requested the ADRC draft an MOU that clarifies our roles and responsibilities with Brown County Government. Ms. Christianson noted that the ADRC Board will review and approve prior to its submission.

Mr. Diedrick discussed salary costs and potential wage increases. It was unclear whether the County Executive will introduce the possibility of salary increases in 2014. Executive Streckenbach intends to evaluate the ability for this to happen and will notify department heads.

Mr. Pamperin commented that we have to balance the value/cost of IT, Corporation Council, HR, and Administration against the desire for the ADRC to be a totally independent entity. Board members agreed with the importance to reserve that relationship as we benefit from their expertise and support.

Multiple board members commented on the importance of supporting and advocating for staff to receive raises whenever possible. The increased cost of health insurance

and cost of living without raises are disincentives for staff to stay. The board acknowledged the special dedicated employees who stay with the agency because of their passion for serving them.

Mr. Clancy noted that over the last couple of years we have been balancing the budget on the backs of the county workers.

Ms. Van Donsel felt it is important to let staff know that management and the ADRC Board are behind them and will continue to work to make raises a priority.

Mr. Diedrick announced that Sup. Clancy and Donajane Brash have served their 2 3-year terms and will be leaving our board in 2013. Executive Streckenbach has requested recommendations for new ADRC Board Members. Executive Streckenbach appoints all new ADRC Board Members through the County Board Process. Mr. Diedrick stated we will be taking a proactive approach by submitting recommendations of individuals that would be positive additions to our board.

Ms. Van Donsel noted that we must also avoid replacing Mr. Clancy with a County Board Supervisor who would be coming up for re-election shortly.

Ms. Swigert/Ms. Van Donsel moved to accept the director's report and place on file.

MOTION CARRIED

Mr. Pamperin/Mr. Rucker moved to modify the agenda moving agenda item #9 after agenda #10 to accommodate the schedule of a board member. **MOTION CARRIED.**

THE BOARD WENT INTO CLOSED SESSION AT 9:50 A.M.

NOMINATIONS AND PERSONNEL COMMITTEE REPORT: (1) of Wisconsin Statutes-a closed session will be held: 1985.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

- A. Approval of Class and Compensation Requests
- B. Director Letter
- C. Title Changes

THE BOARD RETURNED TO OPEN MEETING AT 10:20 A.M.

STAFF REPORT: BARB MICHAELS, FALLS PREVENTION COORDINATOR: Ms. Michaels reviewed the report (enclosed) on ADRC Falls & Prevention Programs, outlining the current evidence based prevention programs being offered:

- Living Well with Chronic Conditions
- Stepping On

- Powerful Tools for Caregivers
- Arthritis Exercise
- Healthy Living with Diabetes

She also presented other non-evidence based programs the ADRC is offering to supplement our evidence-based programs. In order to meet the needs of the individuals unable to commit to the seven week classes. These short term events include offerings such as Tai Chi, educational presentations by community experts, Reflexology, in-home fall risk screens, *Keep Stepping Program* at NWTC, Re-union classes, Fall/Fire Safety Education in partnership with the Green Bay Fire Department, and research with the UW Madison School of Pharmacy. Ms. Michaels also highlighted the Strengths, Weaknesses, Threats and Opportunities of the programs noting that we are reaching close to 700 participants today. Ms. Michael's also solicited feedback from those present about any programs currently being offered. Mr. Pamperin noted that both he and his wife participated in the *Stepping On Program* and were not only impressed with everything they were able to take from the class, but they also met some great people.

Mr. Diedrick added that, at the meeting he attended with Senator Baldwin, three people commented on the *Stepping On Program* and how it has enriched their lives and increased their independence.

Ms. Michaels drew board members attention to the ADRC Wellness Studio Grand Opening Flyer included in the packet. The grand opening will take place on October 22nd and 23rd and will offer a variety of events for everyone.

Ms. Van Donsel cautioned the ADRC calling Tai Chi, Reiki, and Reflexology alternative medicine when they are considered complimentary to western medicine.

Ms. Robinson noted that brain health is closely connected to physical health and many of our prevention programs could be very supportive of individuals concerned about memory loss. She would like to see the ADRC offer memory screens in conjunction with educational programs on brain fitness and/or Dementia. Many individuals are concerned about their own memory and are attracted to this type of program.

FAMILY CARE UPDATE: Mr. Diedrick reported that the Legislative Fiscal Bureau and the Department of Health Services is working on Family Care and will submit their report to the Joint Finance Committee in December.

LEGISLATIVE UPDATE: Mr. Diedrick distributed a handout about the Reauthorization of the Rehabilitation Act and explained how moving the Independent Living Program from the Department of Education to the Department of Health and Human Services at the Federal level will improve their coordination with other agencies with similar programs. He also provided a sample letter and encouraged board members to write letters to their legislators in support of this.

He asked that board members send out letters to thank Senator Baldwin and to Senator Johnson encouraging their support of Senate Bill 1356.

ANNOUNCEMENT: Ms. Christianson announced that the American Red Cross was the recipient of a 2013 STAR Award for Excellence. They were chosen from a pool of 123 volunteer transportation programs and were recipients of \$5,000 acknowledging the great work they do with their volunteer program.

Mr. Diedrick distributed Options for Independent Living's Agency Folder and briefly reviewed some of the inserts and drew folks attention to the 3-Year Progress Report included. He also invited anyone who was able to stay for a tour of the Options for Independent Living facility.

NEXT MEETING – September 26, 2013.

ADJOURN: Ms. Relich/Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY NOMINATING & HUMAN RESOURCES MEETING**

August 22, 2013

There was the lack of a quorum for this meeting.

PRESENT: Tom Diedrick, Beth Relich

EXCUSED:

ABSENT: Keith Pamperin, Lisa Van Donsel, Joan Swigert

ALSO PRESENT: Devon Christianson, Arlene Westphal

At 7:45 a.m. Chairperson Diedrick noted the lack of a quorum. The decision was made to proceed with a discussion session.

ADOPTION OF AGENDA: The agenda for August 22, 2013 was reviewed.

APPROVAL OF THE MINUTES OF FEBRUARY 18, 2013: The Minutes of the meeting of February 18, 2013 were reviewed.

PURSUANT TO 19.85 (1) OF WISCONSIN STATUTES - a closed session will be held: 19.85 (1) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

RETURN TO OPEN SESSION: 8:26 a.m.

ADJOURN: The discussion session adjourned at 8:27 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 27, 2013

Present: B. Clancy, K. Gustman, J. Mitchell

Excused: S. King

Also Present: B. Natelle, A. Nizzia, L. Palm, M. Brick, S. Keckhaver, J. Perleberg

1. Call to order – 4:00 p.m. – K. Gustman
2. Action Item: Approval of May 14, 2013 and July 23, 2013 Board Minutes: B. Clancy moved to approve the minutes of the May 14, 2013 and the July 23, 2013 Board Meetings. J. Mitchell seconded the motion. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. B. Clancy seconded the motion. Motion carried.
4. Action Item: Donation: Aurora Health Care Employee Partnership Campaign sent a check for \$258.48 for its 2012 second quarter donations. These donations have been designated for our technology needs.

The Knights of Columbus, Msgr. Basche Council #4505, donated \$535.60 toward the summer SOAR Program.

The Knights of Columbus, Council #10714, donated \$170.60 toward the summer SOAR Program.

The Knights of Columbus, Council #10260 Flintville, donated \$414.71 from their Tootsie Roll Charity Drive for Hopp needs.

Jeff Kanzelberger of Performa donated 4 tickets for family night to be given to a Hopp student and their family.

Sara Marchant donated soccer and basket balls to the Phy Ed program.

Betsy Foley donated a 17" computer monitor for student/staff use.

The following donations have been received for our playground project:

Nicolet National Bank Foundation - \$42,750

The George Kress Foundation - \$5,000

Cornerstone Foundation of Northeast Wisconsin - \$5,000

K.C. Stock Foundation - \$5,000

Knights of Columbus, Abbott Pennings Council #3955 - \$419.96

Green Bay Community Service Club, Inc. - \$200

Ullmer's Dairy Equipment - \$500

J. Mitchell moved to accept these generous donations and continued gifts. B. Clancy seconded the motion. Motion carried.

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PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

5. Action Item: Nomination of Officers: B. Clancy moved to nominate K. Gustman as Chairperson of the CDEB. J. Mitchell seconded the Motion. Motion carried.

K. Gustman moved to nominate B. Clancy as Clerk of the CDEB. J. Mitchell seconded the motion. Motion carried.
6. Action Item: Election of Officers: B. Clancy moved to elect K. Gustman as Chairperson. J. Mitchell seconded the motion. Motion carried.

K. Gustman moved to elect B. Clancy as Clerk of the CDEB. J. Mitchell seconded the motion. Motion carried.
7. Action Item: Review Board Policy 5.01(a) Use of Technology: J. Perleberg reviewed the policy and the proposed changes. The Board will consider changes and take action on the policy during their next scheduled meeting.
8. Action Item: Review Board Policy 3.03 Medical Examination and TB Test. B. Natelle reviewed the policy stating there are no proposed changes. B. Clancy moved to accept the policy as presented. J. Mitchell seconded the motion. Motion carried.
9. Action Item: Resignation: B. Natelle read a letter from M. Nichols who is retiring from his teaching position after 20+ years. J. Mitchell moved to accept the retirement of M. Nichols with regret. B. Clancy seconded the motion. Motion carried.

B. Natelle read a letter from M. Destree resigning from the Instructional Aide position that works in the kitchen with the student. Mrs. Destree worked at Hopp for the past 12 years. J. Mitchell moved to accept the resignation of M. Destree with regret. B. Clancy seconded the motion. Motion carried.
10. Action Item: Replacement Position: L. Palm presented S. Macholl as teacher for the vacant position at Heritage Elementary. Ms. Macholl did her student teaching and substituted at the school in the past. J. Mitchell moved to offer a teaching contract to S. Macholl for the 13-14 school year. B. Clancy seconded the motion. Motion carried.
11. Parent Organization: A. Nizzia reported that the Parent Organization is taking over the Dash for a Splash 5k run/walk this year. B. Clancy moved to receive and place the Parent Organization report on file. J. Mitchell seconded the motion. Motion carried.
12. Action Item: Financial Report: B. Clancy moved to approve the financial report ending June 30, 2013. J. Mitchell seconded the motion. Motion carried.

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PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

S. Keckhaver reported that the auditors have been in and completed the audit for the 2012-2013 school year. It is requested that a transfer of funds in the amount of \$1,768,337.11 be made from Fund 10 (General Fund) to Fund 27 (Special Education Fund). This transfer of funds is a requirement per the Department of Public Instruction financial reporting system. B. Clancy moved to transfer of funds from Fund 10 to Fund 27 in the amount of \$1,768,337.11 for the school year ending 2012-2013. J. Mitchell seconded the motion. Motion carried.

J. Mitchell moved to approve the financial report ending July 31, 2013. B. Clancy seconded the motion. Motion carried.

13. Approval of Lunch Fees and School Fees: B. Natelle reported that the school lunch program is self-funded. In accordance with the new Federal guidelines for meal pricing, within the next 7 years the student full-priced meals need to be brought up to the Weighted Average Price. The Weighted Average Price for 2012-2013 is at \$2.46. The Weighted Average Price requirement is as follows:

Students:

Lunch: Full-Priced:	Current at \$2.35	Proposed – Change to \$2.45
Lunch: Reduced-Priced:	Current at 40¢	Proposed – No Change
Extra Milk	Current at .30¢	Proposed – No Change

B. Clancy moved to set lunch prices as required. J. Mitchell seconded the motion. Motion carried.

Student school fees were reviewed for the area districts and found that the Hopp fees should remain at \$15 for early childhood, primary and intermediate age students; \$25 for high school age students. B. Clancy moved to keep the fees at \$15 and \$25 for 2013-2014 school year. J. Mitchell seconded the motion. Motion carried.

14. Action Item: Substitute daily rate for the 2013-2014 school year: B. Clancy moved to table this item until the September, 2013 meeting. J. Mitchell seconded the motion. Motion carried.

15. Administrator Report:

- a. B. Natelle reported for J. Skenadore that Coppens completed the roof project with removing the rocks and replacing the membrane. School is ready for the new school year. Lee Cornell, retired from Zeise Construction, came in to add more memorial tiles to the wall in the pool area.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

- b. M. Brick reported to the Board that we have had two school years with daily City Transit service in front of school. The school has used this transportation for transitioning students to their work sites and for community experiences. We encourage staff to utilize the City Transit more often.

Mrs. Brick updated the Board regarding transportation to Syble Hopp and the districts that we serve. There are bus aides that are not full-time staff who will be returning to ride the bus routes. We will continue utilize staff until additional bus aides can be hired. Mary works with Lamers Bus Lines to assign each child a seat. One child is assigned per seat, however, if two are required to sit together, boys sit with boys and girls sit with girls. Students must stay in their assigned seats. This procedure is done for the safety of the children.

- c. A. Nizzia reported to the Board that planning continues on the playground. Miller & Associates along with Rick Ledvina from the County Park Department have been working as a team with us so we can build a playground that will meet all the students' needs.
- d. L Palm reported that the district programs are up and ready to go. There are no new changes to the district programs since spring. Staff has been busy getting their classroom ready.
- e. B. Natelle reported that the DePere Police Department and DePere City Council has deemed that there is no parking on the north side of Scheuring Road during school hours. There will be a letter that goes out to parents explaining where they can park to drop their children off during the time that busses are in the front circle area.

B. Clancy moved to receive and place on file the Administrator report. J. Mitchell seconded the motion. Motion carried.

16. Payment of bills: J. Mitchell moved to pay the bills for the month ending June, 2013 totaling \$265,266.77 and the bills for the month ending July, 2013 totaling 27,312.74. B. Clancy seconded the motion. Motion carried.
17. Executive Session: The Board will move to Executive Closed Session as allowed by Wisconsin stats 19.85 (1)(c)(f) (i) for the purpose of personnel issues. B. Clancy moved to go into Executive Closed Session as allowed by Wisconsin stats 19.85 1)(c)(f) (i) for the purpose of personnel issues. J. Mitchell seconded the motion. Motion carried.
18. Staff Request: None.
19. Adjournment: J. Mitchell moved to adjourn at 5:00 p.m. B. Clancy seconded the motion. Motion carried.
- 10

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Board** was held on Thursday, June 13, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Craig Huxford, Carole Andrews,
Susan Hyland, John Van Dyck
Excused: Helen Smits, Bill Clancy, JoAnn Grashberger
Also Present: Jeremy Kral, Interim Executive Director

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:16 p.m.
2. **Approve/Modify Agenda:**
LAUNDRIE/HYLAND moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of May 9, 2013 Human Services Board Meeting:**
ANDREWS/HUXFORD moved to approve the minutes dated May 9, 2013.
The motion was passed unanimously.
4. **Executive Director's Report:**
Chairman Lund updated the Board on the status of the Executive Director position explaining that there will be an appointment by the County Executive with approval by the County Board. Jeremy Kral, Interim Director of Human Services, stated he would appreciate any recommendations made to the Executive on his behalf.

Mr. Kral reported on the following activities from his Interim Director's Report (attached):

- Adult Protective Services – Mr. Kral updated the Board by reporting there were a record number of emergency protective placements in 2012 appearing to occur when an adult is incapable of making decisions for themselves and danger of imminent risk is present. He indicated that thus far 2013 has seen this trend continue, not necessarily unexpected based on demographics and increasing numbers of population living and staying in their homes longer. Kral noted that finding facilities able to meet the needs of adults in this circumstance can be difficult, expressing appreciation for community providers who are willing to partner with Brown County Human Services in serving these consumers. He indicated that the 2014 budget, under development, may reflect some measure of addressing this issue in order to be responsive to the needs of vulnerable adults with a possible investment in Adult Protection Worker staff time.

- Family Care – Kral reported staff is closely monitoring the state budget for news of Family Care. Most recently a Joint Committee on Finance Omnibus motion would require a report from the State Department of Health Services to the committee on 12/14/2013 which would provide the committee more information in the form of specific details and projections. Kral indicated that Brown County has been open and well-known in support of Family Care and that position remains unchanged. He has met with legislators and their staff in support of the program and recently met with Devon Christianson at the ADRC to discuss the collaboration necessary between Human Services and the ADRC during the critical transition period. Kral stated that if Family Care is included in the state budget anytime this biennium, Brown County will be prepared to move forward.

(Supervisor VanDyck arrived 5:25 p.m.)

Ms. Laundrie asked the requirements of a Adult Protective Care worker position and Mr. Kral stated that a Bachelor's in Social Work or related field would be necessary.

Chairman Lund commented that legislator Gary Bies from this area has been promoting Family Care as it relates to the number of participants in Brown County. Mr. Kral pointed out that legislators are looking at the long term growth of the program. He also noted that Family Care will cost Brown County more in tax levy the first few years, with less investment after 7 or 8 years. He noted he will be advocating for statutory change if necessary.

ANDREWS/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

5. **CTC Re-Design:**

Kral explained there has been an effort underway for over a year which stands to better meet the needs of Brown County citizens and also provide more sustainability and self-reliance within the Community Treatment Center (CTC). This effort entails essentially dividing the current acute psychiatric hospital into a smaller hospital and a Community Based Residential Facility (CBRF). By doing this, the needs of consumers will be better met because there is a need for a way to serve people who fall between needing acute psychiatric hospital care and being ready to return to a community-based living situation. Kral explained this move will also put the CTC in a better financial situation in two ways, the first allowing the hospital to bill Medicaid (explanation attached), and secondly the programming and crisis stabilization services provided in the CBRF will be reimbursable for eligible consumers. At this time it is not anticipated that staffing levels will change.

When asked about a timetable, Kral indicated that currently (May-June 2013) is being used to acquire specifications for the modifications to the building. Human Services will be working in collaboration with Facilities Management to advance the project so that it is ready for bids.

In July 2013 construction bids will be evaluated and a recommendation made to the County Board with a request for final approval in August. Construction of a

dividing wall and modifications to existing space as required by code and to provide the best service to clients is scheduled for September/October, with finalization of the Community-Based Residential Facility (CBRF) to open in November/December 2013.

Information related to justification and impact on Operating Budget is attached.

When asked by Mr. VanDyck regarding out of county patients, Kral indicated he will be researching the possibility of availability, rates and revenue flow further and will report back.

VANDYCK/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report for Community Treatment Center & Community Programs:

Mr. Kral highlighted financial numbers from the CTC and Community Programs as provided in packet material through April 2013. He reported that year to date results at the CTC show a deficit primarily due to lower hospital revenue and census, however, overall both are on point and slightly favorable.

Mr. VanDyck asked if the verbal report could be put in writing and provided in packet material prior to the meeting rather than, or in addition to, the current financial report provided.

HUXFORD/HYLAND moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports

- a. Monthly Inpatient Data – Community Treatment Center
- b. Monthly Inpatient Data – Bellin Psychiatric Center
- c. Child Protection – Child/Abuse/Neglect Report
- d. Monthly Contract Update

Please refer to the packet which includes this information.

8. Request for New Non-Continuous Vendor

Please refer to the packet which includes this information.

9. Request for New Vendor Contract

Please refer to the packet which includes this information.

10. Other Matters

Paula Laundrie expressed concern with the number of suicides reported in the county and school system, asking if this issue could be addressed by the Board. It was agreed to put on a future agenda.

Chairman Lund also asked that an update on Foster Care be put on a future agenda, along with a report on child abuse.

Ms. Laundrie noted she has been informed that Rawhide has a satellite location in the City of Green Bay so that family can be more involved in care and action

plans. Although unaware of this specifically, Mr. Kral was aware of an ability to keep more youth from going to Lincoln Hills.

Mr. VanDyck noted that in the last budget session, dollars were expended for additional staff to deal with child abuse, asking if any effort has been made to reduce child abuse, rather than just deal with it. Chairman Lund pointed out that the Birth to Three Program was put in place to reduce child abuse numbers and has proved successful. Kral noted that the Human Services budget was reduced overall in 2012, although increased in this one area primarily due to the low number of investigations which were being completed, noting that additional reporting does not mean increased abuse. Mr. Huxford noted that as a former investigator for the Sheriff's department that an increase in a diverse population has required a need for different programming. Chairman Lund agreed to also put this item on a future agenda.

Future Agenda Suggestions:
Suicide Prevention
Foster Care
Child Abuse

Next Meeting, Thursday, July 11, 2013
5:1 p.m. – Sophie Beaumont Building, Board Room A

11. **Adjourn Business Meeting**
ANDREWS/HUXFORD moved to adjourn, motion passed unanimously.
Chairman Lund adjourned the meeting at 6:04p.m.

Respectfully submitted,

Rae G. Knippel
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Board** was held on Thursday, July 11, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Craig Huxford, Carole Andrews,
Susan Hyland, John VanDyck, Helen Smits, Bill Clancy,
JoAnn Grashberger

Also Present: Jeremy Kral, Interim Executive Director
Ian Agar – Long Term Care Manager
Tim Schmitt – Finance Manager
Mary Johnson – Hospital & Nursing Home Administrator

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:16 p.m.
2. **Approve/Modify Agenda:**
GRASCHBERGER/SMITS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of June 13, 2013 Human Services Board Meeting:**
CLANCY/LAUNDRIE moved to approve the minutes dated June 13, 2013.
The motion was passed unanimously.
4. **Executive Director's Report:**
Jeremy Kral, Interim Executive Director distributed his written report (attached), highlighting the following:
 - **State Budget** – Mr. Kral reported on two of the major program areas which have been addressed, the first with regard to Adult Behavioral Health. He indicated that the budget has a provision which would relieve the county of the local share of services through the Comprehensive Community Services (CCS) program, provided that the counties are operating in a multi-county consortium for this program. Kral indicated that Brown County Human Services is well positioned to respond to this state action because they have an existing CCS program and have already begun discussions with neighboring counties about a multi-county effort. The second of the two major programs addressed by the state budget is Family Care. The action taken by the legislature was to require the State Department of Health Services to bring a report to the Joint Finance Committee by mid-December 2013. This report will provide the committee with further information and analysis on Family Care. Based on this action by the legislature, Kral predicts that the state's intentions for Family Care expansion can be expected in late 2013 or early 2014.

- **Electronic Medical Record Project** – Kral reported that this project will soon be taking a step forward, with treatment planning coming online due to the efforts of several staff members.
- **Redesign of the Nicolet Psychiatric Center** – Initial planning for the redesign has been completed and the construction project is out for bids. Kral indicated there has been great collaboration with the Public Works Department in moving this along. It is expected to have a low bid recommendation in July for the remodeling necessary to reduce the number of hospital beds and develop a Community Based Residential Facility (CBRF) at the Center. He explained that this move will provide appropriate care for patients and will fill a gap in the system of care for people with behavioral health conditions. He added that another advantage of this move is that freestanding psychiatric hospitals 16 beds or smaller are not classified as institutions for mental disease (IMD) by the federal government. IMD's are prohibited from billing Medicaid, but psychiatric hospitals which are not IMD's may bill Medicaid for services. Access to this revenue stream will assist with making the hospital more sustainable and will reduce levy dependence.
- **Integration of Inpatient and Outpatient Behavioral Health Services** – Kral reported that as part of restructuring, nurses who primarily handle medications in the clinic will report to the Director of Nursing in the hospital and both the Inpatient Social Services Unit and the Outpatient Clinic will report to the same upper manager. He explained that a common reporting structure will create a better environment for the involved personnel to enhance collaboration of the two areas, and in addition growing coordination and integration will help with efforts to have a unified, seamless continuum of care for all consumers accessing Behavioral Health Services.
- **Economic Support Unit** – This unit has won an award for excellent performance, stating that the FY2012 Food Share payment accuracy rate was 100%. Kral indicated that only two other counties in the state have reached that mark.

Board Member, Paula Laundrie, asked that it be in the record and that the Economic Support Unit staff be made aware that Board members are very proud of this accomplishment.

HUXFORD/VANDYCK moved to receive and place on file.
Motion was carried unanimously.

5. **Building Adult Protective Services Capacity:**

Ian Agar – Long Term Care Manager, referred to his report regarding Adult Protective Services (attached), stating that services of this program are provided to individuals with developmental disabilities, degenerative brain disorder, serious and persistent mental illness, or any other like incapacity with the goal to keep the individuals safe from abuse, neglect, financial abuse, and to prevent the individual from experiencing deterioration or from inflicting harm on himself or herself, or another person, per Wis. Stat. 55.02. Referrals are received from law enforcement, the ADRC, hospitals, shelters, medical staff, adult day care

centers, victims themselves, family, or neighbors. He explained there are two categories involved (Adults at Risk – AAR, and Elder Adults at Risk EAR).

Agar explained that although there is linkage with various community resources, the program is largely run with volunteers. Funding is received from general purpose revenue, along with some levy funding, and the use of grant funds.

Agar stated that some LTC unit case managers complete APS related work for their clients when the need arises, with this cost estimated to be about 2.5 case managers. With the coming of Family Care, there will be no LTC staff available for this task. Agar indicated that supervision for APS is now one-fourth of his role. He stated that in order to take care of escalating numbers related to service costs, there is an anticipated need for an additional staff person at a cost of \$84,000 in the next budget cycle.

Discussion and comments from the Board were addressed by Mr. Agar.

ANDREWS/SMITS moved to receive and place on file.
Motion was carried unanimously.

6. **Financial Report for Community Treatment Center & Community Programs:**

Tim Schmitt, Budget & Finance Manager, reported financial results through May 31, 2013. He indicated that Community Programs results show that revenues are lagging YTD through May. Intergovernmental revenue is largely based on submitted expenses and are about 2% lower than budget. Expenses are lower than budget by 3% primarily due to lower wage and fringe costs realized due to open positions. Overall, the Community Programs are on budget through May 2013.

The Community Treatment Center is reporting a deficit of \$429K YTD through May 2013. Depreciation accounts for \$278K of the deficit and the result is an unfavorable levy impact of \$151K. The CTC continues to see lower revenues as a result of a lower hospital census and fewer clients paying privately in the nursing home. Revenues are about 6% lower than budget. The CTC has realized lower wage and fringe costs which offset the lower revenues realized year to date. Overall, expenses are lower than budget by %.

VANDYCK/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. **Statistical Reports**

- a. Monthly Inpatient Data – Community Treatment Center
- b. Monthly Inpatient Data – Bellin Psychiatric Center
- c. Child Protection – Child/Abuse/Neglect Report
- d. Monthly Contract Update

Please refer to the packet which includes this information.

8. **Request for New Non-Continuous Vendor**

Please refer to the packet which includes this information.

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9. **Request for New Vendor Contract**
Please refer to the packet which includes this information.
10. **Other Matters**
Next Meeting, Thursday, August 8, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A
11. **Adjourn Business Meeting**
HUXFORD/ANDREWS moved to adjourn, motion passed unanimously.
Chairman Lund adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Rae G. Knippel
Recording Secretary

10

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, August 8, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy, Paula Landrie,
JoAnn Grashberger, Susan Hyland, John Van Dyck

Also

Present: Jeremy Kral, Executive Director
Tim Schmitt, Finance Manager
Mary Johnson, Hospital & Nursing Home Administrator
Jenny Hoffman, Economic Support Administrator
Ian Agar, Long Term Care Manager
Jim Hermans, Child Protection/Juvenile Justice Manager
Jill Rowland, Contract and Provider Relations Manager
Kathy DeNiel, Director of Nursing-Bayshore Village
Jed Berndt, Director of Nursing-Nicolet
Janet Schmidt, Accountant Supervisor
Justine Koschkee, Behavioral Health Supervisor
Julaine Feld, Behavioral Health Supervisor
Genny Willemon, Office Manager-Clinic
Mary Hansen, Social Worker Supervisor-CIP
Scott Shackelford, Social Worker Supervisor-Juvenile Justice
Kerry Draxler, Shelter Care Supervisor

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
GRASCHBERGER/ANDREWS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of July 11, 2013 Human Services Board Meeting:**
SMITS/HYLAND moved to approve the minutes dated July 11, 2013.
The motion was passed unanimously.
4. **Executive Director's Report**

Executive Director Kral elected not to give a report because it would overlap significantly with the discussion of the proposed 2014 budget.

Agenda item was bypassed by Chairman Lund.

5. Financial Report

- Schmitt had submitted a written report with the board packet. For Community Programs we are on track year to date through June. For the Community Treatment Center, we are a little bit unfavorable but we are working on fixing that to meet budget.

HUXFORD/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

6. Review & Approval of Proposed 2014 Budget

- Kral stated he tried to hit the highlights of the 2014 budget proposal in the cover letter, submitted with the budget binders. Kral confirmed that all board members had a chance to review the budget that was sent out.

Citizen Board Member Andrews stated that the highlighted points were appreciated since all of the initiatives have been discussed with the board previously. Other board members concurred.

Citizen Board Member Paula Laundrie entered meeting at 5:18 p.m.

- Kral went over the bullet points he had written in the cover letter. The most significant change compared to last year is the Nicolet Psychiatric Hospital re-design, moving from a 37-bed hospital to a 16-bed hospital with a co-located 15 bed crisis stabilization facility.

Supervisor John Van Dyck entered meeting at 5:20 p.m.

- Kral stated the Economic Support Unit will be showing the revenues and expenses for the Bay Lake Consortium and adding staff due to the increased state and federal revenue for the Affordable Care Act implementation. These are the only changes in the ES unit.

Q: Chairman Lund asked if all of the changes for Affordable Care Act are paid for out of federal funds.

A: Kral stated that state and federal funds will cover the changes and no local funds will be used.

Q: Supervisor Clancy asked if Family Care enters into the budget.

A: Kral stated that we are not expecting Family Care to be implemented in 2014. We are converting four LTE long term care employees to FTE status. We are doing this to prepare for Family Care as we want to get the waiting list down.

Q: Citizen Board Member Laundrie stated that an acquaintance of hers is looking for economic support and was told the wait list is a year and a half for housing.

A: Kral stated that Brown County Human Services does not handle housing. That is handled by the Housing Authority ran jointly by Brown County and the City of

Green Bay. Jenny Hoffman added that her acquaintance would need to contact ICS (Integrated Community Services) for housing services.

- Kral stated that in the child welfare area, we propose adding four parent support specialist positions which will assist parents in keeping their children safe in their homes.

Q: Citizen Board Member Laundrie asked what type of people we are looking for in those positions.

A: Kral stated that it fits on the pay scale as a Social Service Aide III and it would be paraprofessionals which could include a lot of people that could fit the qualifications.

- Kral added that we have an increase of two juvenile justice social workers due to increased referrals. Also, we propose adding one child protection worker and one additional child protection supervisor. The increase in referrals also causes an increase in work throughout the unit at different layers in the system. The additional supervisor will help with creativity and staff support.
- We propose increasing compensation to providers of community-based residential facilities. Our rates have not been adjusted up very often and we need to stay competitive so that our providers will feel comfortable doing business with us.
- Kral stated we are adding a .5 FTE clerical position to the Birth to Three unit due to an increased demand for the mandated service.

Q: Chairman Lund asked if most referrals come from the hospitals.

A: Ian Agar stated most referrals come from physician offices and the neonatal units at the hospitals.

- Kral identified that we will participate in a multi county consortium next year for the CCS (Comprehensive Community Services) program. By participating in the consortium, the state will pay the 40% expense that we are currently responsible for.

Q: Supervisor Van Dyck asked how employee wages are handled in the budget.

A: Kral stated that wages or steps were not addressed in the budget. Currently, they are at status quo from 2013 with no increases.

Q: Supervisor Clancy asked if our ability will be inhibited next year if our budget increases significantly.

A: Chairman Lund stated we only have \$600,000 for the county to grow and it will depend on each committee as to whether or not we will go to the levy limit. It is also dependent on natural growth.

Q: Supervisor Van Dyck asked how the approval process works for the board versus the committee.

A: Chairman Lund stated that if the Human Services Board approves the budget with changes, the Human Services Committee has to look at what we passed and decide what to do. The Board does the preliminary approval of the budget. Kral added that by statute, the Human Services budget needs to be presented to

the Board first, then the County Executive and lastly, the Committee which will decide what it looks like for the full County Board. Chairman Lund encourages board members to go to the various meetings to provide input.

Q: Citizen Board Member Laundrie asked about autism services, citing that the waiting time to access services is around 13 months. She wanted to know if we could lessen that wait time.

A: Ian Agar stated that the services are reliant on state and federal funding in which we have no direct control over.

ANDREWS/LAUNDRIE motion to approve the proposed 2014 HS budget.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, September 12, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

HYLAND/ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:40 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

10

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 12, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Paula Laundrie, JoAnn Grascberger, Susan Hyland

Excused: Carole Andrews, John Van Dyck, Bill Clancy

Also

Present: Jeremy Kral, Executive Director
Tim Schmitt, Finance Manager
Mary Johnson, Hospital & Nursing Home Administrator
Jim Hermans, Child Protection/Juvenile Justice Manager
Kerry Draxler, Shelter Care Supervisor
Kevin Brennan, Child Protection Supervisor

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

Citizen Board Member Susan Hyland entered meeting at 5:16 p.m.

2. Approve/Modify Agenda:

LAUNDRIE/GRASCHBERGER moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of August 8, 2013 Human Services Board Meeting:

HUXFORD/SMITS moved to approve the minutes dated August 8, 2013.
The motion was passed unanimously.

4. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Q: Citizen Board Member Smits asked if our reduction of beds in the hospital is going to leave enough space for our psychiatric needs.

A: Kral stated that our average census is around 16-17 and a handful of those individuals would be appropriate to be placed at the new CBRF, therefore hospital capacity should not be an issue. Johnson added that during the transition period, we have plans with Bellin and diversion for any overflow needs.

LAUNDRIE/HYLAND moved to receive and place on file.
Motion was carried unanimously.

5. Preparing Youth in Out of Home Care for Independent Living.

- Jim Hermans introduced Kerry Draxler, Shelter Care Supervisor and Kevin Brennan, Child Protection Supervisor. He stated that we have invested a lot in the area of independent living due to its importance. We have been organizing within our units as well as with community partners. As youth transition into adulthood, it is important that they have some measure of support and belonging to the community as a whole. Kerry Draxler presented and handed a written powerpoint to the board (attached).
- Q: Chairman Lund asked if children in foster care generally get their driver's license since it is an important step towards independence including obtaining a job.
- A: Brennan stated that counties differ in their internal rules on licenses but we have always supported that as an important milestone and a bridge to independence. To deny it would create a disadvantage for the youth. To obtain a license, the youth needs a sponsor who would normally be the foster parent but that does require a level of trust between them.
- Q: Chairman Lund asked what percentage of foster care youth 16 and older have jobs.
- A: Draxler stated those who hit age 17 usually do start working and saving money. If they aren't working, many are volunteering to learn job skills and focusing on schooling. Brennan added that the whole goal is self-sufficiency and stated that we need to be aware that some kids exiting our system are on an accelerated timeframe.
- Brennan stated there are a couple things that CPS ongoing staff are doing:
 - Permanency pact – discussion with the youth at the time of exit and a specific plan on paper that answers questions like “what do I do if I get a flat tire?” or “where should I go for the holidays?”.
 - Transitional roundtables – brings all the people who are important to the child's life together to have the hard conversations of how things are going to work in the future. Draxler stated this avoids rushing and panic towards the end.
- Q: Citizen Board Member Smits stated that sometimes at that age, youth are not used to doing any long-term planning and are only focused on what is going on right now.
- A: Draxler stated that most of the foster parents do act as a support to the youth even after their commitment is complete.
- Q: Citizen Board Member Hyland asked about our quality of foster care as she in the past have worked with both good and concerning homes. She asked how they are selected and scrutinized and also if we are short on providers.
- A: Brennan stated there is an extensive licensing process and our coordinator does interviews, background checks and a long training consisting of core curriculum. We place a lot of importance on laying out goals and expectations. Brennan stated you can never have enough good foster homes. You need to always have a certain capacity but everyone has their comfort zone when it comes to caring for kids. Hermans added that while we are always trying to reduce the need for placements outside of the home, we want to have an ample supply of good

foster homes so we have good choices to match the needs of the child with a family.

Q: Citizen Board Member Laundrie asked if they are always two parent homes that we utilize.

A: Draxler stated that we do not have that requirement unlike the American Foundation who requires that for treatment foster homes.

Q: Citizen Board Member Grashberger asked if we have ever had a situation where we had to move a child from a foster home since parents were not providing enough support.

A: Brennan stated we try to provide education and support as it would be really disruptive to the child's life to be removed. Sometimes parents request the child be removed and unless it is an emergency, we have thirty days to fulfill that request.

- Brennan stated we have started using foster homes to boost the natural supports in order to keep children connected to their biological parents. Respite is also an integral part of the foster care program in order to allow for breaks. Hermans stated the concept of shared parenting with foster care and biological parents is something we are developing. Brennan added that we do plan that children will go back to their biological family eventually so we train them to deal with same issues that might arise that originally removed them in the first place.

Q: Citizen Board Member Laundrie asked if they children who turn 15 are emancipated when they utilize independent living services.

A: Brennan stated that emancipation does not exist in Wisconsin statute. Draxler stated we they use the program, they actually don't go out and find independent living but just start the preparations for it.

Q: Citizen Board Member Huxford asked if there is a difference between our staff services and the services Family Services provide.

A: Hermans stated that we are in the best position with knowing the youth and their family to be the difference maker. In the past, we have been more reliant on others to cover those bases but now have more staff to cover that piece and do it in the best way. Brennan stated we do take an assessment of their skills and what each individual needs to learn. Chairman Lund stated he believed the caseworker is the best person to work with the child versus a third party since trust is really important.

- Brennan stated that a facebook page has been created to keep communication going with youth. If a youth takes off at age 18 and comes back at age 20 and say they need help, we will be there for support.

LAUNDRIE/SMITS moved to receive and place on file.

Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

HYLAND/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, October 10, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

HUXFORD/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:55 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

1d

Brown County Human Services

Executive Director's Report to the Human Services Board

September 12, 2013

Members of the Board:

Let me begin by thanking you for your support in reviewing and endorsing the budget which was presented to you last month. Senior Human Services Department staff presented our budget suggestions to the County Executive and in the coming weeks the formal Executive budget will be released to the public. Thanks for your participation in the process.

As you may be aware, momentum is building toward the possibility of Family Care expansion in northeast Wisconsin. The state budget bill directed the Wisconsin Department of Health Services to submit a report to the Joint Finance Committee providing further analysis of long term care reform. This report is due by December 14. The Human Services Department is making early preparations for the outcome that the report is received favorably and expansion is authorized. This event would set a course leading to Family Care in Brown County, likely in 2015. We will pass along information as it becomes available, as will Rolf Hanson the NEW Family Care District's CEO and Brown County District representative, Carole Andrews.

The Economic Support Unit is gearing up for increased business related to the implementation of the Affordable Care Act, often called Obamacare. We expect an increase in call volumes due to eligibility changes associated with the law. Our department will not be assisting applicants in applying for health insurance through the exchange, but an increase in requests for information and increased applications for Medicaid are expected. This unit is always performing at a high level and we are confident that their dedication and skills will carry our department through what we expect to be a very busy time.

In the CTC, construction has begun on the redesign project. The hospital has been reduced to a 16-bed facility which allows for billing of Medicaid services to patients. We have made plans to utilize the contracted diversion facility for those who can safely be served there and Bellin Hospital has agreed to assist if we have needs for capacity while the construction is ongoing. After the construction, the 15-bed Community Based Residential Facility will allow for additional service capacity and revenue generation and we look forward to that being completed prior to the 2014.

You will hear tonight a presentation about services available to young people who are transitioning to adulthood after being served by the child protection or juvenile justice area. Services to these youth are an important portion of what the department does and you will hear about several of the possible avenues through which these young people may be supported or assisted in becoming independent. I probably cannot discuss the concepts and particular interventions with the eloquence or detail that our presenters will, but I want to take advantage of the opportunity to express to the Board that these services are a vital bridge from being in placement as a young person to becoming a successful, independent young adult.

Respectfully Submitted By:



Jeremy Kral
Executive Director

Independent Living Services

BROWN COUNTY HUMAN SERVICES
DEPARTMENT

Federal Funding

- **John H. Chafee Foster Care Independence Act of 1999**
 - Provides funding
 - Outlines program requirements

Anticipated Need in 2013

- It is anticipated that in 2013 between 10-12 youth will be aging out of foster care or kinship placement
- The projected number of youth to be served between the ages of 18-21 is 45.
 - Does not include youth that refuse services
 - Incarcerated youth
 - Youth whose whereabouts are unknown/outdated contact information

Independent Living Services (ILS) Eligibility

- Eligibility for ILS begins at age 15 ½
- Our Department begins planning for the youth well before their 18th birthday
 - Primary goal is still Reunification to a parent or relative
 - Independent Living Program, Community Services Team, Administrative Review, Permanency Roundtables

Primary Focus of Independent Living

- **Teach the youth to become a good citizen**
 - Restorative Justice
 - Interpersonal Skills through Independent Living
- **Teach the youth Self Sufficiency**
 - High School Diploma, HSED or GED
 - Gainful employment
 - Post-secondary education or training

Youth Independent Living Staff in Brown County

- **Independent Living Services (ILS) is housed out of Brown County Shelter Care**
- **Many individuals work with ILS Youth to help plan for their exit from foster care**
 - IL Coordinator
 - CPS Case Managers
 - Juvenile Justice Case Managers
 - Foster Care Workers
 - Foster Parents/Relative Care providers

Mandated Services for Eligible Youth

- **Basic Living Skills**

- Cooking Classes
- Grocery Shopping
- Laundry
- Hygiene
- Health/Medical
- Interpersonal Skills

- **Increase knowledge of local resources**

- **Job Seeking Assistance**
- **Assistance in enrolling in secondary education/training**
- **HealthCare**
- **Financial Self Sufficiency**
- **Assistance with housing**



Mandated Services for Eligible Youth

- **Transportation**

- **Assistance in Obtaining Personal Documents**

- State ID
- Birth Certificate
- Social Security Cards

- **Credit Checks**

- **Mentoring**

- **Case Management**



Barriers

- **Unavailable Housing**
 - Waitlists into transitional living programs are at least a year
- **Participation by Youth**
 - Youth refuse participation despite encouragement
 - Youth exit care prior to court order ending (runaways or leaving at 18 to squatting situations)
- **Unemployment**
- **Youth are taken advantage of**
- **Criminal background of youth**
- **Lack of funding for needed services**

Agency Wide Response

- **There are a number of Departments within Brown County that have taken an active role in meeting the needs of our youth**
 - Brown County Shelter Care
 - Juvenile Justice
 - Child Protection
 - Children and Adolescent Behavioral Health Unit (CABHU)
 - Foster Care
 - UW-Extension
 - Purchasing
 - Children's Waiver
 - Volunteer Services
 - Economic Support
 - Payee Services

Community Response

- The Department recognizes that alone the needs of the youth transitioning cannot completely be met

Community Response

- **Foster Youth Exiting Out of Home Care Community Group**
 - Consists of service providers in the community
- **Present goals of the group are:**
 - Service mapping
 - Identify gaps in service
 - Identify unmet needs
 - Develop programming and identify grant writing opportunities to meet those needs

Community Members

- Brown County Shelter Care
- Brown County Juvenile Justice
- Brown County Child Protection
- CASA of Brown County
- American Foundation of Counseling (Foster Care)
- Advocates for Independent Living
- Family Services- Transitional Living Program
- Catholic Charities
- YWCA
- Volunteer Center of Green Bay

NEW Volunteer Program

- **Fostering Youth Independence (FYI)**
 - Volunteer program where mature mentors are matched with youth when they become eligible for Independent Living Services
 - Assist youth with basic living skills, assist with support in seeking employment and/or applying for college
 - Supported through Independent Living and Volunteer Services

Looking Ahead

- Identify agencies and community groups that offer supportive housing options for the youth
- Supporting foster parents as youth are preparing for adulthood and the transition out of foster care
- Increasing community awareness of the issues that face youth as they enter adulthood without family support

Questions?

Northeast Wisconsin Family Care

BOARD OF DIRECTOR MEETING MINUTES

Wednesday, August 7, 2013

9:02 a.m. – 11:14 a.m.

BOARD MEMBERS

Carole Andrews
Carolyn Barke
Mary Derginer
Marshal Giese
Kathy Just
Julie Kudick
Mark Moeller
Diane Nichols
Janice Swoboda
Tony Waupochick

NEW FC

Rolf Hanson
Debbie Peterson

Others

Barb Larson-Herber, Shawano County
Representative Serving as Fiscal Agent
for NEW FC Planning Grant
Andy Phillips – Phillips Borowski, SC
Julie Button - Ombudsman
Steve McCarthy – N.E.W. Curative
Tom Madsen – Shawano County
Craig Johnson – Oconto County
Jackie Trudell – Reid Ribble's Office

1. **CALL TO ORDER**

The meeting was called to order at 9:02 a.m.

2. **CONFIRMATION OF PROPER POSTING**

Debbie Peterson confirmed copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website: www.northeastwisconsinfamilycare.com

3. **CONFIRM AGENDA**

Motion by Marshal Giese supported Carole Andrews to approve the agenda—all aye—motion carried

4. **REVIEW AND APPROVE MEETING MINUTES**

Motion by Diane Nichols supported Marshal Giese to approve the June 26, 2013 meeting minutes—all aye—motion carried

5. **PUBLIC COMMENT**

Introductions made of Board Members and Guests

6. **CEO REPORT**

The CEO Report was distributed in the Board packet. A CEO Report to the Community will be posted on the CEO tab of our web page at www.northeastwisconsinfamilycare.com and on Base Camp for the Directors and Long Term Care Managers

7. **MCO FORMATION REQUIREMENTS**

Andy Phillips reviewed requirements

Northeast Wisconsin Family Care

8. FISCAL AGENT REPORT

The Fiscal Agent Report was presented by Barb Larson-Herber

9. ANNOUNCEMENTS

Next meeting September 4, 2013 at 9:00 a.m.

13. ADJOURN

Motion by Janice Swoboda supported by Diane Nichols to adjourn at 11:14 a.m. – all ayes – motion carried

<p>These minutes are respectfully submitted by Debbie Peterson and have NOT BEEN APPROVED by the Northeast Wisconsin Family Care Board of Directors</p>
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Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, July 16, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Sherry Steenbock, Rosemary Desisles, Ed Klosowski, Delores Pierce, Duane Pierce, Jim Haskins, Karl Soderburg, Bill Kloiber, Jerry Polus

****Running Total of Veterans' Certificates: 1431**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

Motion made by Delores Pierce, seconded by Sherry Steenbock to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of June 18, 2013.

Motion made by Jim Haskins, seconded by Duane Pierce to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Brown County Fair – 2013 Veterans Appreciation Day Discussion (August 17).

CVSO Jerry Polus had posters and tickets available for those members who wished to distribute them to area organizations and businesses. The remainder of the posters and tickets will be mailed out this week. Polus noted that if we run out of tickets more can be printed as necessary.

Polus also passed out a copy of the agenda for the ceremony, a copy of which is attached. The subcommittee went over the agenda and approved it. A discussion was then held with regard to the number of tables that will be under the tent. It was decided that there would be approximately 14 tables set up as well as a table for the commemorative display and a table for the 3D model of the Vets Memorial being built in Howard, as well as a table where people can sign up for certificates and a door prize table. Koslowski noted that the Schneider Ride with Pride truck will be there as well as one other military vehicle.

Jim Haskins and Duane Pierce will handle door prizes. Polus would like them to pick up the door prizes from his office a day or two before the event. They have coffee cups, water bottles, and tee shirts. Bernie also showed some of the other prizes he was able to have donated. Stadium View Sports Bar donated several Superbowl prints and Ad Ideas also donated items. There will also be the Mark Murphy autographed football from the Packers as well as the guided fishing trip.

Haskins stated he will talk to local TV stations to have this event promoted. Erickson will contact the Green Bay Press Gazette for some coverage as well.

6. Report from CVSO Jerry Polus.

Polus did not have anything to report that was not already discussed in Item 5 above.

7. Acceptance of donation from Schwab America in the amount of \$595.00.

Jerry Polus explained that Schwab America held a jeans day where employees could make a donation to wear jeans to work. Schwab wanted the donation to benefit veterans and it was donated to this Subcommittee to use at Polus's discretion. A thank you letter has been sent to Schwab.

Motion made by Jim Haskins, seconded by Duane Pierce to accept the \$595.00 donation from Schwab America. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Report from Committee Members Present (Erickson, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).

-Erickson indicated that he had inquired about a number of items to commemorate the Vietnam Veterans at the Fair. He received a call from Metalcraft Mint, Inc. that they had a number of Vietnam memorial coins in their warehouse that they would be willing to donate. Erickson had a sample of the coin at the meeting that he passed around.

-Steenbock reported that three new certificates had been sent out. She also had an update on the Veterans Day Off with Pay bill that she shared with the Subcommittee, a copy of which is attached. Steenbock encouraged those present to contact Senator Glenn Grothman, Chairman of the Committee on Judiciary and Labor, to express their support for the bill.

-Desisles reported that the Navy League will be having a celebration at the EAA on August 2 at the Charcoal Pit. They will be giving the Excellence Award out at the celebration. Desisles also reported that she had spoken with Mike Egan of the Community Blueprint team and asked for an update and she was advised that they are still having problems trying to get people to step up to take control of individual functional areas but at the last meeting there was a lot of interest in Veterans Court. Finally, Desisles stated that there will be a Veterans Benefit Expo on August 7, 2013 at the Stone Harbor Resort in Sturgeon Bay.

-Koslowski stated that Air Venture is being held in Oshkosh from July 28 to August 4 and discount tickets are available for veterans and active military members and can be purchased online. He stated that a Salute to Veterans will be held on August 2 along with a Vietnam Veterans Honor Flight.

-Haskins read an article from the newspaper regarding the Honor Flight that Koslowski referred to earlier. Haskins also reported that the Green Bay Botanical Gardens offered free admission to veterans on July 4. He also spoke of a new restaurant opening in Green Bay that is offering a 10 percent discount to all military service members and a 20 percent discount to all Vietnam War Veterans. The restaurant is located on South Military Avenue. Haskins also stated that he had recently visited the Oneida Veterans Memorial Wall and encouraged the Subcommittee to visit if they haven't already done so.

-Pierce gave a report on the Pearly Gates Veterans Ride held on July 13. He stated that it was a smashing success and previous records had been shattered. They had 670 bikes and 132 hotrods. It was estimated that close to \$80,000 had been raised at the

event. He also noted that when this event first began eight years ago they had four sponsors and this year they had 84 sponsors.

-Kloiber indicated that the dedication of the Veterans Clinic will be held on August 15 with a reception at 9:30 a.m. and the dedication ceremony at 10:30 a.m. He also indicated that on August 15 the West Side Trail will be dedicated including the Ben Ettinger section of the trail.

9. Such Other Matters as Authorized by Law.

None.

10. Adjourn.

Motion made by Jim Haskins, seconded by Rosemary Desisles to adjourn at 6:02 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

1f

August 21, 2013

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on August 8, 2013 and recommends the following motions:

1. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Motion at July meeting: Refer to staff for further information. To hold until the next meeting.*
2. Communication from Supervisor La Violette re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Motion at July meeting: To refer to HR to research what the current policy is on bullying and harassment and determine if there are changes needed based on other communities in the area. To hold until the next meeting.*
- 2a. ** Communication from Supervisor Hopp re: Discussion, formulation, and adoption of a resolution of Brown County, PROHIBITING any Brown County Agency, Department, Staff Member, or Independent Agency doing business on behalf of Brown County, from participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies, or representatives, with the implementation (aka "roll out") of the Patient Protection and Affordable Care Act (P.L. 111-148), signed March 23, 2010, as amended by the Health Care and Education Reconciliation Act, signed March 31, 2010 also referred to as the Affordable Care Act (ACA). This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education. Furthermore, the USE, of any equipment owned, controlled or operated by Brown County for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited. Furthermore the USE, of any facilities owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1500 per hour plus maintenance costs.
 - i. Receive and place on file. (No vote taken).
 - ii. To suspend the rules to allow interested parties to speak.
 - iii. To return to regular order of business.
 - iv. That Brown County does not become a navigator as it relates to Affordable Care Act without 100 percent outside funding.

** Item #2a referred to September Human Services Committee as per the County Board on 8/21/2013.

3. Vacant Budgeted Positions (Request to Fill) Corporation Counsel – Assistant Corporation Counsel (Vacated 09/05/13).
4. Human Services – Social Worker/Case Manager (Behavior Health Specialist) (Vacated 7/19/13).
5. Human Services – Contract & Quality Analyst (Vacated 6/13).
6. Human Services – Director of Community Programs (Vacated 7/17/13).
7. Human Services – Economic Support Specialist (x3) (Vacated 7/11/13, 7/22/13 and 7/22/13).
8. Human Services – Social Worker Supervisor (Child Protection Services) (Vacated 9/3/13).
- 8a. Airport – Housekeeper (Vacated 7/31/13)
 - i. To suspend the rules and take Items 3 – 8a together.
 - ii. To approve Items 3 – 8a.

2 H

September 18, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
CLERK/TYPIST II, CLERK II, CLERK II/DATA CONTROL

WHEREAS, the District Attorney's office currently has a vacant 1.00 FTE Clerk/Typist II position; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist II job duties as well as similar positions of Clerk II and Clerk II/Data Control and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

Annual Budget Impact

Clerk/Typist II, Clerk II, Clerk II/Data Control
1,950 annual hours
Pay Grade 6, Step 3

Clerk/Typist II

23.00 FTE's in various departments	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist II (Current Rate)	\$(31,727)	\$(20,921)	\$(52,648)
Clerk/Typist II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,524)</u>	<u>\$(676)</u>	<u>\$(5,200)</u>

Clerk II

3.00 FTE's at Human Services – CTC	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II (Current Rate)	\$(31,551)	\$(20,895)	\$(52,446)
Clerk II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,348)</u>	<u>\$(650)</u>	<u>\$(4,998)</u>

Clerk II and Clerk II/Data Control

8 FTE's at Human Services – Community Programs	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II & Clerk II/Data Control (Current Rate)	\$(32,351)	\$(21,014)	\$(53,365)
Clerk II & Clerk II/Data Control (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(5,148)</u>	<u>\$(769)</u>	<u>\$(5,917)</u>

Savings would be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist II vacancy in the District Attorney's office.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EDUCATION & RECREATION COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources
Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 08/26/13

REQUEST TO: Public Safety Committee; Education & Recreation Committee; Planning, Development & Transportation Committee; Human Services Committee; Administration Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control

ISSUE/BACKGROUND INFORMATION:

A Clerk/Typist II vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Clerk/Typist II, Clerk II and Clerk II/Data Control positions in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be savings of \$5,200 for a current Clerk/Typist II vacancy. Additional savings of \$4,998 to \$5,917 will be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy in the future.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg
FROM: Tom Smith, Human Resources Analyst
RE: Review of Clerk/Typist II Pay Rate
DATE: August 20, 2013

1. I have reviewed the multiple position descriptions for the Clerk/Typist II, Clerk II, and Clerk II/Data Control, and found the requirements for the positions are the same. We currently pay Clerk Typist II's in nine different departments, with four different wage scales, based on the contracts they were previously represented under. The range in the four contracts is:

HS Para-Professionals	\$15.6749 - \$16.5948
CTC 1901	\$14.5612 - \$16.1753
Courthouse	\$15.2743 - \$16.2743
Museum	\$15.5420 - \$16.2743

In an attempt to reconcile these, I have point factored the position and compared it to other local jobs to put us in line with fair market value.

2. The attached position description shows the general duties the Clerk/Typist II performs. These duties are not being changed and will remain in effect.

3. While point factoring the position, it is my recommendation, based on the Archer Matrix Point Factor Job Evaluation System, that this position be placed in Pay Grade 6, with a range of \$13.16 to \$15.67 per hour.

4. To determine the local fair market value, I contacted the companies listed below:

<u>Company</u>	<u>Hourly Compensation</u>
Seek Employment	\$13.00
Winnebago County	\$12.15 - \$17.91
Shawano County	\$12.55 - \$14.57
Oconto County	\$17.42 - \$18.74
Outagamie County	\$12.94 - \$16.44
State Rate (Office Associate)	\$13.05 - \$19.97

I also researched the US Bureau of Labor Occupational Outlook Handbook to determine the median annual wage of general Office Clerks. The chart below paints the national picture:

Government	\$14.82/hour
Health Care and Social Services	\$12.80/hour
Educational Services; State, Local, Private	\$12.75/hour

Administrative and Support Services

\$12.06/hour

5. Based on the information above, I feel confident that the proposed compensation is within the fair market value and will provide Brown County with qualified candidates to continue providing the quality service required. I recommend the position of Clerk/Typist II and Clerk II and Clerk II/Data Control be placed in Pay Grade 6 of the Brown County Classification and Compensation Plan.

The salary range for Pay Grade 6 is:

<u>Hourly</u>	<u>Annual</u> (2,080 hours)
Step 1 – \$13.1649	\$27,383
Step 2 – \$13.5534	\$28,191
Step 3 – \$13.9514	\$29,019
Step 4 – \$14.3630	\$29,875
Step 5 – \$14.7870	\$30,757
Step 6 – \$15.2236	\$31,665
Step 7 – \$15.6721	\$32,598

Thomas Smith
Human Resources Analyst

Budget Impact
(Estimated at Step 3 of Pay Grade 6)

Human Services Para-Professional

Clerk II Clerk II/Data Control	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.59	1,950	-32,351	-\$21,014	-\$53,365
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$5,148	-\$769	-\$5,917

Total Budget Impact **-\$5,917** (Per Position)
8 assigned to Human Services
Community Programs

CTC 1901 Clerk II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.18	1,950	-31,551	-\$20,895	-\$52,446
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,348	-\$650	-\$4,998

Total Budget Impact **-\$4,998** (Per Position)
 3 assigned to Human Services
 CTC

Museum & Courthouse Clerk Typist II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.27	1,950	-31,727	-\$20,921	-\$52,648
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,524	-\$676	-\$5,200

Total Budget Impact **-\$5,200** (Per Position)
 23 assigned to various
 departments

Total Annual Estimated Savings:

8 at \$5,917 = \$ 47,336
 3 at \$4,998 = \$ 14,994
 23 at \$5,200 = \$119,600
\$181,930

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK/TYPIST II

REPORTS TO: OFFICE MANAGER II

DEPARTMENT: DISTRICT ATTORNEY OFFICE

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs varied and increasingly responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws or regulations. Responsible for conducting transactions with the public with matters requiring interpretation and analysis of laws, rules, and/or departmental policies and procedures.

ESSENTIAL DUTIES:

Types reports, correspondence, vouchers, dockets, receipts, schedules, index cards, minutes, calendars, and statistical data from written or printed material.

Receives payments, issues receipts and accounts for monies handled.

Performs receptionist and/or counter duties.

Answers all incoming calls and places outgoing calls as needed.

Answers questions regarding departmental regulations and policies.

Reproduces multiple copies of work.

Performs data entry functions for all referrals.

Performs filing and searching.

Gathers information on a variety of subjects and compiles financial, statistical and legal reports.

Maintains receipt books and makes necessary deposits.

Analyzes and interprets information contained in a variety of documents, forms, reports, etc. for processing.

Obtains information from the public for the completion of forms, documents, records, etc.

Refers inquiries to proper department or official.

Independently compiles data and prepares various reports.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

High School Diploma including or supplemented by a course in typing plus one year experience as a Clerk/Typist I in the department assigned or one year in a similar position; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of business English, spelling and grammar.

Knowledge of simple bookkeeping.

Specialized knowledge pertaining to the department in which employed.

Ability to type at a minimum rate of 50 net words per minute.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this specification.

Reviewed: 03/05; 11/01/06; 12/14/07; 08/01/08

Revised: 02/96

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

October 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
CLERK/TYPIST I, CLERK I, TYPIST I

WHEREAS, there is currently a vacant Clerk/Typist I position in the Child Support Agency; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist I job duties as well as the similar positions of Clerk I and Typist I and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.34 - \$16.00 in public entities and have a starting rate of \$11.00 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 (pay range \$11.81 - \$14.06) of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist I, Clerk I and Typist I positions be placed in Pay Grade 4 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist I, Clerk I and Typist I positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist I, Clerk I and Typist I positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

Annual Budget Impact

Reclassify Clerk/Typist I, Clerk I, Typist I
1,950 annual hours

Clerk/Typist I

Courthouse
7.00 FTE's in various departments
Current Rate (\$15.63)
Pay Grade 4, Step 3 (\$12.53)

<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
\$(30,479)	\$(20,735)	\$(51,214)
\$ 24,434	\$ 19,833	\$ 44,267

Annual Budget Impact per FTE

\$(6,045)	\$(902)	\$(6,947)
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Clerk I & Typist I

Human Services Para-Professionals
1.00 FTE
Current Rate (\$15.43)
Pay Grade 4, Step 3 (\$12.53)

<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
\$(30,089)	\$(20,677)	\$(50,766)
\$ 24,434	\$ 19,833	\$ 44,267

Annual Budget Impact per FTE

\$(5,655)	\$(844)	\$(6,499)
------------	----------	------------

Clerk/Typist I, Clerk I, Typist I

CTC 1901
1.00 FTE
Current Rate (\$15.61)
Pay Grade 4, Step 3 (\$12.53)

<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
\$(30,440)	\$(20,729)	\$(51,169)
\$ 24,434	\$ 19,833	\$ 44,267

Annual Budget Impact per FTE

\$(6,006)	\$(896)	\$(6,902)
------------	----------	------------

Savings would be realized for each Clerk/Typist I, Clerk I and Typist I vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist I vacancy in the Child Support Agency.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/18/13

REQUEST TO: Planning, Development & Transportation Committee; Human Services Committee; Administration Committee, Public Safety Committee, Executive Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions Clerk/Typist I, Clerk I, Typist I

ISSUE/BACKGROUND INFORMATION:

A Clerk/Typist I vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Clerk/Typist I, Clerk I and Typist I positions in Pay Grade 4 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be savings of \$6,947 for a current Clerk/Typist I vacancy. Additional savings of \$6,499-\$6,947 will be realized for each Clerk/Typist I, Clerk I or Typist I vacancy in the future.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITION
HEALTH DEPARTMENT
HEALTH AIDE

WHEREAS, there are currently 4.81 FTE Health Aide positions in the Health Department's table of organization; and

WHEREAS, the Human Resources department conducted a thorough study of the duties and requirements of the Health Aide position and researched similar positions in the local market and other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$12.15 - \$12.97 in public entities and have a starting rate of \$14.50 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Health Aide position be placed in Pay Grade 6 (pay range \$13.16 - \$15.67) of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in the Health Aide position will retain their current wage; and

WHEREAS, future vacancies for Health Aide positions will be filled at Pay Grade 6 of the Brown County Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Health Aide position be placed in Pay Grade 6 of the Brown County Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in a Health Aide position will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Health Aide positions will be filled at Pay Grade 6 of the Brown County Classification and Compensation Plan.

Annual Budget Impact

Health Aide

1,950 annual hours 4.81 FTE's	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Health Aide (Current Rate)	\$(31,922)	\$(20,951)	\$(52,873)
Health Aide (Pay Grade 6, Step 3)	<u>\$ 27,203</u>	<u>\$ 20,245</u>	<u>\$ 47,448</u>
Annual Budget Impact per FTE	<u>\$(4,719)</u>	<u>\$(706)</u>	<u>\$(5,425)</u>

Savings would be realized for each Health Aide vacancy filled after approval of resolution. There is currently a 0.41 FTE Health Aide vacancy in the Health Department.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources Dept.

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: HEALTH AIDE
REPORTS TO: NURSE MANAGER
DEPARTMENT: HEALTH DEPARTMENT
REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs school vision and hearing screening; performs re-screening tests hearing; performs related clerical support functions; assists with the Immunization Program.

ESSENTIAL DUTIES:

Performs initial screening tests for hearing and vision. Performs re-screening tests for children who did not pass the initial screening tests for hearing tests in order to assure accurate results were found in the screening process; records results and refers to Public Health Nurse.

Coordinate/communicate with schools as it relates to hearing/vision screening schedules.

Interviews parents and reviews immunization records at immunization clinics each month in order to determine what vaccine is needed.

Enters immunization history information into computer data base.

Generates required immunization reports.

Inventories vaccine and clinic supplies; prepares orders and submits to the Nurse Manager.

Responsible for specific office duties such as answering, prioritizing and directing incoming telephone calls, opening, categorizing and distributing mail, typing, using computer.

Obtain supplies for public health programs.

Participates in training and exercises/drills to prepare for and respond to public health threats in accordance with county and departmental emergency response plans.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Audiometer	Computer
General Office Equipment	Personal Auto
Lighted Snellen Eye Chart	

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma, plus one year of experience in a health care environment; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License.

Knowledge, Skills and Abilities:

Knowledge of elementary medical terminology.

Knowledge of principles, practices, and techniques of school health screening.

Knowledge of and ability to utilize a computer and the required software.

Ability to develop, establish and maintain adequate records relating to health screening and immunization.

Ability to establish and maintain effective working relationships with volunteers, nursing service personnel, school personnel, children, parents, staff and the public.

Ability to maintain confidentiality.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to accept direction and work independently of constant supervision.

Ability to communicate effectively both orally and in writing, including in stressful situations.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking, sitting and driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching; occasional grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in description.

Revised: 07/30/13

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/16/13
REQUEST TO: Human Services Committee
MEETING DATE: 09/25/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Position – Health Department – Health Aide

ISSUE/BACKGROUND INFORMATION:

A Health Aide vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Health Aide position in Pay Grade 6 of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be a savings of \$5,425 for each 1.00 FTE Health Aide vacancy filled going forward.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5708	CARS Professional Services	\$36,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.4302	CARS Revenue	\$36,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

EB 8/6/13
m

Narrative Justification:

This represents payment to a contractor to administer the Regional Trauma Advisory Council grant for which the Health Department is fiscal agent.

AUTHORIZATIONS

Judith A. Friedrichs
Signature of Department Head

Department: Health
Date: 8-6-13

[Signature]
Signature of Executive
Date: 8/7/13

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-8000 Fax (920) 448-6126

Jeremy Kral, Executive Director

- AGENDA -

Meeting of the Human Services Committee

Wednesday, September 25, 2013

Location: Room 200-Northern Building

Time: 6:00pm

1. Executive Director's Report.
2. Financial Report for Community Treatment Center and Community Programs.
3. Statistical Reports.
 - a) Monthly Inpatient Data – Community Treatment Center.
 - b) Monthly Inpatient Data – Bellin Psychiatric Center.
 - c) Child Protection – Child Abuse/Neglect Report.
 - d) Monthly Contract Update.
4. Request for New Non-Continuous Vendor.
5. Request for New Vendor Contract.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: September 1, 2013

Subject: July 2013 financial results for Community Programs and Community Treatment Center

Financial results are reported year to date thru July 31, 2013.

Community Programs results show a net deficit of \$109K YTD thru July. The deficit is primarily due to \$1.3 million of funds being transferred (transfer out) to projects funded by Community Programs including the EMR project and the CTC Hospital Conversion. CP operating results YTD thru July show that revenues and expenses are lower than budget. YTD expenses are lower primarily due to lower wage and fringe expenses that are due to open positions. Overall, CP operating results are showing a surplus thru July 2013.

The Community Treatment Center is reporting a deficit of \$371K YTD thru July which has improved from a reported deficit of \$522K YTD thru June 2013. Revenues continue to lag behind budget due to lower hospital census and fewer clients paying privately in the nursing home. Offsetting some of the revenue reductions are lower wage and fringe costs due to open positions and staffing changes due to a lower hospital census. We continue to look for cost and revenue improvements to close the deficit.



Community Programs

Through 07/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year YTD
REVENUE									
201 - CP									
16,024,172.00	.00	16,024,172.00	1,335,347.67	.00	.00	9,347,433.69	6,676,738.31	58	10,143,061.25
65,071,363.00	322,506.00	65,393,869.00	4,132,048.26	.00	.00	35,977,298.94	29,416,570.06	55	35,527,316.97
1,877,965.00	.00	1,877,965.00	174,398.15	.00	.00	1,179,990.00	697,975.00	63	1,139,266.04
8,272,174.00	.00	8,272,174.00	(441,980.34)	.00	.00	4,251,009.08	4,021,164.92	51	4,671,179.37
16,000.00	1,000.00	17,000.00	47.75	.00	.00	4,053.83	12,946.17	24	11,661.28
36,000.00	.00	36,000.00	3,000.00	.00	.00	18,000.00	18,000.00	50	24,000.00
.00	.00	.00	3,500.00	.00	.00	4,365.73	(4,365.73)	+++	(2,319.81)
.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
29,100.00	329.00	29,429.00	2,425.00	.00	.00	17,304.00	12,125.00	59	27,012.70
REVENUE TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55%	\$51,541,177.80
EXPENSE									
201 - CP									
14,600,771.00	221,593.00	14,822,364.00	1,054,650.60	.00	.00	7,545,824.47	7,276,539.53	51	7,242,725.60
5,955,066.00	129,642.00	6,084,708.00	452,618.89	.00	.00	3,075,284.09	3,009,423.91	51	3,124,767.64
34,907.00	.00	34,907.00	760.00	.00	.00	4,096.95	30,785.05	12	4,215.36
1,428,494.00	.00	1,428,494.00	100,451.78	.00	.00	747,669.48	679,946.52	52	746,789.37
2,000.00	.00	2,000.00	.00	.00	.00	1,000.00	1,000.00	50	1,000.00
30,500.00	.00	30,500.00	6,956.53	.00	.00	16,476.89	14,023.11	54	9,330.01
2,375,541.00	.00	2,375,541.00	186,468.56	.00	.00	1,366,642.53	1,008,898.47	58	1,290,950.89
66,327,219.00	(15,246.00)	66,311,973.00	4,961,706.39	(342.00)	.00	36,404,969.32	29,907,345.68	55	35,197,301.79
879,600.00	(28,400.00)	851,200.00	45,384.50	.00	.00	318,974.09	513,431.51	40	260,674.29
400.00	.00	400.00	.00	.00	.00	.00	400.00	0	.00
85,000.00	.00	85,000.00	6,515.85	.00	.00	44,070.84	40,929.16	52	72,975.00
.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
58,125.00	.00	58,125.00	26,325.00	.00	.00	42,856.50	15,268.50	74	41,743.00
1,405,042.00	236,577.00	1,641,619.00	14,209.31	.00	.00	1,340,446.62	301,172.38	82	80,124.72
EXPENSE TOTALS	\$93,182,665.00	\$544,166.00	\$93,726,831.00	\$6,856,047.41	\$19,355.40	\$50,908,311.78	\$42,799,163.82	54%	\$48,072,597.67
201 - CP TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55	\$51,541,177.80
REVENUE TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55	\$51,541,177.80
EXPENSE TOTALS	\$93,182,665.00	\$544,166.00	\$93,726,831.00	\$6,856,047.41	\$19,355.40	\$50,908,311.78	\$42,799,163.82	54	\$48,072,597.67
201 - CP TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55	\$51,541,177.80
REVENUE TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55	\$51,541,177.80
EXPENSE TOTALS	\$93,182,665.00	\$544,166.00	\$93,726,831.00	\$6,856,047.41	\$19,355.40	\$50,908,311.78	\$42,799,163.82	54	\$48,072,597.67
201 - CP TOTALS	\$91,326,774.00	\$323,835.00	\$91,650,609.00	\$5,208,786.49	\$0.00	\$50,799,455.27	\$40,851,153.73	55	\$51,541,177.80



CTC operating results

Through 07/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Appropriations	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rptd	Prior Year YTD
REVENUE									
630 - CTC	3,236,508.00	.00	3,236,508.00	269,709.00	.00	1,887,963.00	1,348,545.00	58	1,713,248.25
630 - CTC	558,700.00	.00	558,700.00	209,075.00	.00	510,425.00	48,275.00	91	371,212.33
630 - CTC	.00	.00	.00	.00	.00	.00	.00	+++	.00
630 - CTC	6,921,830.00	.00	6,921,830.00	397,868.77	.00	2,707,961.22	4,213,868.78	39	3,263,644.23
630 - CTC	2,726,370.00	.00	2,726,370.00	316,763.82	.00	1,864,006.26	862,363.74	68	2,425,623.04
630 - CTC	5,500.00	.00	5,500.00	.00	.00	1,187.22	4,312.78	22	2,795.79
630 - CTC	165,330.00	.00	165,330.00	13,333.00	.00	98,665.00	66,665.00	60	95,746.70
630 - CTC	3,300.00	.00	3,300.00	.00	.00	850.00	2,450.00	26	1,075.00
630 - CTC	363,700.00	.00	363,700.00	29,938.27	.00	212,595.52	151,104.48	58	206,298.79
630 - CTC	.00	15,246.00	15,246.00	.00	.00	15,246.00	.00	100	49,805.00
630 - CTC	.00	230.00	230.00	.00	.00	230.00	.00	100	17,772.00
REVENUE TOTALS	\$13,981,238.00	\$15,476.00	\$13,996,714.00	\$1,236,687.86	\$0.00	\$7,299,129.22	\$6,697,584.78	52%	\$8,147,221.13
EXPENSE									
630 - CTC	6,700.00	.00	6,700.00	536.96	.00	3,328.31	3,371.69	50	3,330.49
630 - CTC	7,297,010.00	230.00	7,297,240.00	548,517.11	.00	3,748,715.67	3,548,524.33	51	3,979,722.19
630 - CTC	2,701,074.00	.00	2,701,074.00	194,887.89	.00	1,334,142.55	1,366,931.45	49	1,484,408.41
630 - CTC	5,850.00	.00	5,850.00	(525.00)	.00	3,026.75	2,823.25	52	1,388.14
630 - CTC	571,569.00	.00	571,569.00	37,292.44	.00	298,896.07	272,672.93	52	246,978.55
630 - CTC	161,192.00	.00	161,192.00	10,710.00	.00	90,133.00	71,059.00	56	93,235.88
630 - CTC	7,000.00	.00	7,000.00	777.28	.00	5,008.67	1,991.33	72	4,701.91
630 - CTC	2,233,040.00	.00	2,233,040.00	179,092.15	.00	1,203,711.89	1,029,328.11	54	1,251,747.17
630 - CTC	596,060.00	.00	596,060.00	79,201.17	.00	395,877.75	200,182.25	66	485,749.06
630 - CTC	332,750.00	.00	332,750.00	30,014.17	.00	188,967.38	143,782.62	57	176,645.22
630 - CTC	.00	.00	.00	.00	.00	.00	.00	+++	.00
630 - CTC	180.00	.00	180.00	13.30	.00	114.76	65.24	64	219.07
630 - CTC	735,660.00	.00	735,660.00	.00	.00	359,097.24	376,562.76	49	351,904.20
630 - CTC	.00	.00	.00	.00	.00	(418.00)	418.00	+++	(593.75)
630 - CTC	68,813.00	.00	68,813.00	5,357.05	.00	39,915.41	28,897.59	58	39,624.16
EXPENSE TOTALS	\$14,716,898.00	\$230.00	\$14,717,128.00	\$1,085,874.52	\$0.00	\$7,670,517.45	\$7,046,610.55	52%	\$8,118,960.70
630 - CTC	13,981,238.00	15,476.00	13,996,714.00	1,236,687.86	.00	7,299,129.22	6,697,584.78	52	8,147,221.13
REVENUE TOTALS	14,716,898.00	230.00	14,717,128.00	1,085,874.52	.00	7,670,517.45	7,046,610.55	52	8,118,960.70
EXPENSE TOTALS	(\$735,660.00)	\$15,246.00	(\$720,414.00)	\$150,813.34	\$0.00	(\$371,388.23)	(\$349,025.77)		\$28,260.43
630 - CTC	13,981,238.00	15,476.00	13,996,714.00	1,236,687.86	.00	7,299,129.22	6,697,584.78	52	8,147,221.13
REVENUE TOTALS	14,716,898.00	230.00	14,717,128.00	1,085,874.52	.00	7,670,517.45	7,046,610.55	52	8,118,960.70
EXPENSE TOTALS	(\$735,660.00)	\$15,246.00	(\$720,414.00)	\$150,813.34	\$0.00	(\$371,388.23)	(\$349,025.77)		\$28,260.43

**BROWN COUNTY COMMUNITY TREATMENT CENTER
STATISTICS FOR AUGUST 2013**

ADMISSIONS	August	Year to Date 2013	Year to Date 2012
Voluntary - Mental Illness	27	207	54
Voluntary - Alcohol	0	0	20
Voluntary - AODA/Drug	0	0	3
Police Protective Custody - Alcohol	0	0	237
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	1
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	67	552	604
Court Order Prelim. - Mental Illness	0	4	3
Court Order Prelim. - Alcohol	0	0	6
Court Order for Final Hearing	0	2	2
Commitment - Mental Illness	0	0	0
Return from Conditional Release	7	54	101
Court Order Prelim. - Drug	0	1	1
Other	0	1	0
TOTAL	101	821	1032

ADMISSIONS BY UNITS			
Nicolet	101	821	1032
TOTAL	101	821	1032

ADMISSIONS BY COUNTY			
Brown	69	529	650
Door	3	27	33
Kewaunee	0	17	26
Oconto	5	43	53
Marinette	3	34	39
Shawano	1	34	33
Waupaca	1	5	10
Menominee	2	14	11
Outagamie	4	24	36
Manitowoc	9	75	108
Winnebago	0	1	2
Other	4	18	31
TOTAL	101	821	1032

NEW ADMISSIONS			
Nicolet	51	371	420
TOTAL	51	371	420

READMIT WITHIN 30 DAYS			
Nicolet	9	90	169
TOTAL	9	90	169

AVERAGE DAILY CENSUS	August	Year to Date 2013	Year to Date 2012
Nicolet	15	15	17
TOTAL	15	15	17

INPATIENT SERVICE DAYS			
Nicolet	472	3524	4144
TOTAL	472	3524	4144

BED OCCUPANCY			
Nicolet	41%	39%	46%
TOTAL (37 Beds)	41%	39%	46%

DISCHARGES			
Nicolet	105	813	890
TOTAL	105	813	890

DISCHARGE DAYS			
Nicolet	495	3496	4196
TOTAL	495	3496	4196

AVERAGE LENGTH OF STAY			
Nicolet	5	4	5
TOTAL	5	4	5

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	4	4
Door	7	4	5
Kewaunee	0	5	5
Oconto	5	4	6
Marinette	4	4	5
Shawano	0	4	2
Waupaca	1	2	5
Menominee	3	10	3
Outagamie	2	4	2
Manitowoc	5	6	5
Winnebago	0	8	0
Other	4	3	3
TOTAL	5	4	4

In/Outs

Current YTD 2012
6 18 66

120

BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: August 2013

Voluntary Admissions	15	
Involuntary Admissions	4	
Voluntary Inpatient Days	15	
Involuntary Inpatient Days	13	
Voluntary Avg Length of Stay	3	
Involuntary Avg Length of Stay	3.25	

Above data: Brown County residents only

Brown County Human Services

Report of Child Abuse/Neglect by Month

Month	2012	2013	% Increase
January	391	422	7.9%
February	409	333	-18.58%
March	408	396	-2.94%
April	427	476	11.5%
May	525	477	-9.14%
June	320	322	.6%
July	309	296	-4.2%
August	344	315	-8.43%

Reports Investigated by Month

Month	2012	2013	% Increase
January	125	133	6.4%
February	123	115	-6.5%
March	146	127	-13.01%
April	156	162	3.8%
May	187	143	-2.35%
June	125	127	1.5%
July	119	112	-5.8%
August	144	109	-24.3%

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
ADAMS AFH	11/26/12	12/6/12	\$98,929					\$98,929
ADAMS, R AFH	12/11/12	12/24/13	\$6,176					\$6,176
ADULT CARE LIVING OF NE WI	12/6/12	1/2/13	\$227,902					\$227,902
ADRC	12/12/12	1/16/13	\$60,466					\$60,466
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/13/12	1/3/13	\$10,000					\$10,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	5/9/13	6/3/13	\$25,000					\$25,000
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/3/12	1/10/13	\$17,654					\$17,654
ANDERSON RECEIVING HOME	12/3/12	12/6/12	\$28,281					\$28,281
ANGELS ON ARCADIAN	12/6/12	12/13/12	\$1,211,198					\$1,211,198
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/6/12	1/31/13	\$266,069					\$266,069
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/3/12	1/14/13	\$150,518					\$150,518
APPLIED BEHAVIOR ANALYSTS LLC	1/2/13	1/31/13	\$300,000	\$0				\$300,000
ARNOLD RECEIVING HOME	12/3/12	12/19/12	\$50,059					\$50,059
ARTISAN ASSISTED LIVING	2/14/13	2/27/13	\$290,710					\$290,710
ARTS AFH	11/26/12	12/21/12	\$29,244					\$29,244
ASPIRO INC	12/12/12	12/17/12	\$3,701,781					\$3,701,781
BELLIN PSYCHIATRIC CENTER	12/13/12	4/3/13	\$10,000					\$10,000
BERGER AFH	11/26/12	1/28/13	\$56,991	\$0	\$0			\$56,991
BETHESDA	12/14/12	1/2/13	\$18,818					\$18,818
BIRCH CREEK	12/12/12	1/7/13	\$439,934					\$439,934
BISHOPS COURT	12/12/12	12/17/12	\$489,742					\$489,742
BOLL ADULT CARE CONCEPTS	12/14/12	1/7/13	\$684,518					\$684,518
BOURASSA AFH	11/26/12	12/6/12	\$18,698					\$18,698
BORNEMANN NURSING HOME	12/6/12	12/21/12	\$106,272					\$106,272
BROTLOC HEALTH CARE SYSTEMS	12/14/12	1/10/13	\$820,210					\$820,210
BRUNETTE AFH	11/26/12	12/12/12	\$55,212	\$0				\$55,212
BRUSS SUPPORTIVE COMMUNITY LIVING	1/2/13	1/14/13	\$270,686					\$270,686
BUSSE AFH	11/26/12	12/13/12	\$66,444					\$66,444
CAPELLE AFH	11/26/12	12/6/12	\$56,532					\$56,532
CARE FOR ALL AGES	12/6/12	12/17/12	\$85,846	\$0				\$85,846
CARRINGTON MANOR ASSISTED LIVING	1/2/13	1/7/13	\$14,861					\$14,861
CATHOLIC CHARITIES	12/12/12	1/10/13	\$171,606					\$171,606
CENTERPIECE LLC	12/13/12	1/2/13	\$10,000	\$0	\$0	\$60,000		\$70,000
CENTURY RIDGE OF GREEN BAY, INC.	12/6/12	12/17/12	\$329,054					\$329,054
CEREBRAL PALSY INC.	1/24/13	1/25/13	\$1,783,666					\$1,783,666
CHILDRENS SERVICE SOCIETY	12/3/12	1/7/13	\$54,444					\$54,444
CHRISTENSEN AFH	11/26/12	12/3/12	\$72,036					\$72,036

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
CLARITY CARE INC	12/19/12	1/14/13	\$2,183,611	\$0	\$0			\$2,183,611
CLEARVIEW BRAIN INJURY CENTER	1/9/13	3/25/13	\$75,000					\$75,000
COMFORT KEEPERS INC	12/13/12	1/10/13	\$684,869					\$684,869
COMPASS DEVELOPMENT	1/16/13	1/28/13	\$1,543,063	\$0				\$1,543,063
COMPASS DEVELOPMENT SHC INC	8/12/13	8/20/13	\$230,000	\$0				\$230,000
CONLEY AFH	11/26/12	1/7/13	\$35,757					\$35,757
CONNECTIONS LLC			\$10,000					\$10,000
CROSSING THE BRIDGES	12/13/12	1/10/13	\$10,000					\$10,000
CURO CARE LLC	12/19/12	1/2/13	\$333,871					\$333,871
DARNELL RECEIVING HOME	12/3/12	1/9/13	\$28,281					\$28,281
DEATHERAGE-VELEKE AFH	11/26/12	1/7/13	\$14,642					\$14,642
DEBAERE AFH	11/26/12	12/10/12	\$68,100					\$68,100
DEER PATH ASSISTED LIVING INC	4/24/13	5/6/13	\$96,300					\$96,300
DEER PATH ESTATES, INC.	1/7/13	1/16/13	\$128,407					\$128,407
DORN AFH	11/26/12	1/24/13	\$40,642	\$1,356				\$41,998
DUDLEY AFH	to jill 3/4/13	3/18/13	\$10,580					\$10,580
DUNGARVIN WISCONSIN LLC	12/12/12	1/9/13	\$686,930					\$686,930
DYNAMIC FAMILY SOLUTIONS	12/13/12	2/20/13	\$48,060	\$0				\$48,060
EAST SHORE INDUSTRIES	12/14/12	1/7/13	\$58,824					\$58,824
ELSNER AFH	11/26/12	12/6/12	\$13,460	\$500				\$13,960
ENCOMPASS CHILD CARE	12/13/12	1/9/13	\$124,250					\$124,250
ENGBERG AFH	11/26/12	12/3/12	\$39,216					\$39,216
ETHAN HOUSE	12/3/12	12/10/12	\$142,462					\$142,462
FAMILY SERVICE OF NORTHEAST WI, INC.	1/24/13	2/4/13	\$1,921,691	\$21,122				\$1,942,813
FAMILY TRAINING PROGRAM	12/13/12	12/19/12	\$252,084					\$252,084
FENLON AFH	11/26/12	11/29/12	\$42,657					\$42,657
G & I OCHS INC.	1/2/13	1/7/13	\$1,906,847	\$0				\$1,906,847
GAUGER AFH	11/26/12	12/6/12	\$32,148					\$32,148
GJT LLC	12/14/12	12/19/12	\$30,000					\$30,000
GOLDEN HOUSE	12/13/12	1/9/13	\$63,086					\$63,086
GOLTZ J. AFH	11/26/12	1/2/13	\$23,472					\$23,472
GONZALEZ AFH	11/26/12	1/7/13	\$76,966					\$76,966
GOODWILL INDUSTRIES	1/7/13	1/16/13	\$98,825					\$98,825
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/2/13	1/9/13	\$75,000	\$0	\$0			\$75,000
GRACYALNY, SUE	12/12/12	1/9/13	\$70,000					\$70,000
GREEN BAY TRANSIT COMMISSION	2/13/13		\$217,406					\$217,406
GREEN VALLEY ENTERPRISES INC	12/14/12	1/10/13	\$50,000					\$50,000

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Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
GRONSETH AFH	11/26/12	12/6/12	\$43,848					\$43,848
HARMONY LIVING CENTERS LLC	12/12/12	2/7/13	\$107,042					\$107,042
HEAD AFH	12/3/12	12/6/12	\$77,582	\$2,060	\$0			\$79,642
HELPING HANDS CAREGIVERS	1/2/13	2/13/13	\$341,088					\$341,088
HIETPAS AFH	11/26/12	12/3/12	\$24,104					\$24,104
HOEFT AFH	11/26/12	12/10/12	\$38,582					\$38,582
HOME INSTEAD SENIOR CARE	1/9/13	1/16/13	\$322,226					\$322,226
HOMES FOR INDEPENDENT LIVING	12/19/12	1/24/13	\$5,175,173					\$5,175,173
IMPROVED LIVING SERVICES	12/19/12	1/2/13	\$746,970	\$0				\$746,970
INFINITY CARE INC	12/12/12	12/19/12	\$383,290	\$0				\$383,290
INNOVATIVE COUNSELING(AUTISM)	12/12/12	2/4/13	\$50,000	\$0				\$50,000
INNOVATIVE SERVICES	1/2/13	1/14/13	\$13,847,375	\$0	\$0	\$0	\$0	\$13,847,375
INTERIM HEALTHCARE STAFFING	12/12/12	2/20/13	\$26,014					\$26,014
J & DEE INC.	12/19/12	1/3/13	\$1,488,473					\$1,488,473
KAKUK AFH	11/26/12	1/7/13	\$62,753					\$62,753
KALISHEK AFH	11/26/12	1/2/13	\$48,692					\$48,692
KCC FISCAL AGENT SERVICES	12/13/12	1/3/13	\$4,211,227	\$0	\$0			\$4,211,227
KCC SERVICES INC	12/13/12	1/3/13	\$5,000					\$5,000
KINDRED HEARTS	12/12/12	1/2/13	\$535,378	\$0				\$535,378
KLAPPER AFH	11/26/12	12/13/12	\$23,760					\$23,760
KLARKOWSKI AFH	12/6/12	1/23/13	\$22,044					\$22,044
KLECZKA-VOGEL AFH	11/26/12	12/3/12	\$77,376					\$77,376
KLEIN, DR. (AUTISM)	12/12/12	12/17/12	\$275,000	\$0	\$0			\$275,000
KUNZ AFH	11/29/12	12/3/12	\$66,124					\$66,124
KUSKE AFH	11/26/12	12/6/12	\$25,692	\$14,371				\$40,063
LAD LAKE	5/8/13	6/27/13	\$100,000					\$100,000
LAMERS BUS LINES, INC.	12/13/12	1/2/13	\$740,681					\$740,681
LANCASTER GARDENS	12/12/12	1/7/13	\$100,000					\$100,000
LAURENT AFH	11/29/12	12/6/12	\$49,464					\$49,464
LEVY AFH	11/26/12	11/29/12	\$18,096					\$18,096
LISKA, JOANN	12/13/12	1/7/13	\$16,000					\$16,000
LUTHERAN SOCIAL SERVICES	12/19/12	2/20/13	\$866,849	\$0				\$866,849
LUTHERAN SOCIAL SERVICES-HOMME	12/3/12	2/20/13	\$91,330					\$91,330
LYONS, KATHLEEN	3/6/13	3/18/13	\$45,000					\$45,000
MACHT VILLAGE PROGRAMS INC (ENDING 5/21/13)	12/12/12	1/2/13	\$80,000					\$80,000
MACHT VILLAGE PROGRAMS INC (STARTING 5/21/13)	5/24/13	5/24/13	\$275,000					\$275,000
MACHT VILLAGE PROGRAMS INC (STARTING 9/13/13)			\$275,000					\$275,000

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Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
MALINSKI AFH	12/3/12	12/6/12	\$36,898					\$36,898
MALONE AFH	12/3/12	12/6/12	\$25,656					\$25,656
MARLA VIST MANOR ASSISTED LIVING	12/12/12	1/7/13	\$118,997					\$118,997
MARTIN AFH	11/26/12	11/29/12	\$18,621					\$18,621
MATTHEWS SENIOR LIVING	3/20/13	3/28/13	\$72,000					\$72,000
MCCORMICK MEMORIAL HOME	12/12/12	1/3/13	\$96,490					\$96,490
MELOHN AFH	11/26/12	12/3/12	\$38,592					\$38,592
MILQUETTE AFH	11/26/12	12/3/12	\$21,528					\$21,528
MOMMAERTS RECEIVING HOME	12/3/12	12/13/12	\$28,281					\$28,281
MOSSFLOWER HARBOUR	3/28/13	4/10/13	\$32,000	\$0				\$32,000
MYSTIC ACRES LLC	12/19/12	1/7/13	\$146,501					\$146,501
MYSTIC CREEK LLC	12/19/12	1/7/13	\$103,728					\$103,728
MYSTIC MEADOWS LLC	12/19/12	1/7/13	\$143,839					\$143,839
NEMETZ AFH	11/26/12	12/3/12	\$53,456					\$53,456
NEW COMMUNITY SHELTER INC	12/13/12	1/9/13	\$40,000					\$40,000
NEW CURATIVE REHABILITATION	12/19/12	1/9/13	\$1,209,461					\$1,209,461
NEW VISIONS TREATMENT HOMES OF WI, INC	12/3/12	1/10/13	\$39,163					\$39,163
NEW VIEW INDUSTRIES	1/7/13	2/11/13	\$69,624					\$69,624
NORTHWEST PASSAGE	12/6/12	1/4/13	\$83,976					\$83,976
OPTIONS LAB INC	12/13/12	1/7/13	\$5,000					\$5,000
OPTIONS TREATMENT	12/19/12	1/2/13	\$367,183					\$367,183
ORLICH AFH	12/19/12	1/7/13	\$94,966					\$94,966
OSTAPYUK AFH	11/29/12	12/7/12	\$45,072					\$45,072
PANTZLAFF AFH	11/29/12	1/7/13	\$71,928					\$71,928
PARAGON INDUSTRIES	12/19/12	2/4/13	\$813,804					\$813,804
PARENT TEAM	12/13/12	1/7/13	\$78,240					\$78,240
PARENTEAU AFH	11/26/12	12/3/12	\$41,964					\$41,964
PARMENTIER AFH	11/26/12	12/19/12	\$80,900	\$1,200				\$82,100
PATIENT PINES	12/12/12	12/21/12	\$60,000					\$60,000
PNUMA HEALTH CARE	1/2/13	1/7/13	\$294,394					\$294,394
PRODUCTIVE LIVING SYSTEMS	12/19/12	2/3/13	\$783,427					\$783,427
RAVENWOOD BEHAVIORAL HEALTH	1/15/13	2/20/13	\$100,982					\$100,982
REBEKAH HAVEN	1/2/13	1/10/13	\$89,323	\$0				\$89,323
REHAB RESOURCES	12/12/12	1/2/13	\$89,040					\$89,040
REM-WISCONSIN II, INC.	12/19/12	2/6/13	\$1,732,848					\$1,732,848
RESCARE WISCONSIN INC	12/12/12	2/11/13	\$20,539					\$20,539
ST. VINCENT HOSPITAL	12/19/12	1/10/13	\$172,342	\$0				\$172,342

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Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
SALDANA AFH	11/26/12	1/7/13	\$17,617					\$17,617
SCHAUMBERG, LAURIE	1/22/13	2/12/13	\$15,000					\$15,000
SCHULTZ AFH	11/26/12	1/16/13	\$104,220					\$104,220
SELTZER AFH	11/26/12	1/2/13	\$23,076					\$23,076
SKORCZEWSKI AFH	11/26/12	12/2/12	\$18,660					\$18,660
SLAGHT AFH	11/26/12	12/17/12	\$46,676					\$46,676
SMET AFH	11/26/12	1/17/13	\$52,481					\$52,481
SOUTHERN HOME CARE SERVICES	12/12/12	2/11/13	\$57,365	\$10,000				\$67,365
STARR/DINGER AFH	11/28/12	12/10/12	\$43,812					\$43,812
STEVENS AFH	11/26/12	12/3/12	\$18,621					\$18,621
TALBOT AFH	11/26/12	12/3/12	\$23,778					\$23,778
TANZI AFH	11/29/12	12/10/12	\$84,442					\$84,442
TIPLER AFH	11/29/12	12/3/12	\$61,080					\$61,080
TREMPEALEAU CO HEALTH CARE	1/7/13	1/17/13	\$758,935	\$0				\$758,935
VALLEY PACKAGING INC.	2/11/13	2/20/13	\$15,466					\$15,466
VANLANEN RECEIVING HOME	11/26/12	1/2/13	\$9,427					\$9,427
VERBONCOUER AFH	11/26/12	1/2/13	\$69,934	\$0				\$69,934
VILLA HOPE	3/6/13	3/13/13	\$1,373,370	\$94,000				\$1,467,370
WARREN, JOHN MD	1/9/13	1/16/13	\$113,000					\$113,000
WAUSAUKEE ENTERPRISES	12/12/12	1/7/13	\$26,489					\$26,489
WEBER RECEIVING HOME	12/3/12	12/10/12	\$28,281					\$28,281
WEYENBERG AFH	11/26/12	12/6/12	\$21,036					\$21,036
WILLOWCREEK AFH	1/24/13	1/28/13	\$479,419					\$479,419
WILLOWGLEN ACADEMY	12/6/12	1/2/13	\$9,528					\$9,528
WISCONSIN EARLY AUTISM PROJECT	12/12/12	12/21/12	\$500,000	\$0	\$0			\$500,000
YU AFH	11/26/12	1/3/13	\$16,786					\$16,786
ZAMBON AFH	11/26/12	12/3/12	\$20,592	\$1,000				\$21,592
ZIELKE, JON AFH	11/26/12	1/10/13	\$32,802					\$32,802
ZIESMER AFH	11/26/12	12/3/12	\$77,580					\$77,580
TOTAL			\$65,678,533	\$145,609	\$0	\$60,000	\$0	\$65,884,142
2013 Contracts Sent:	177							
2013 Contracts Returned:	174							

Brown County Human Services

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: September 16, 2013

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Travelodge of Green Bay	Services	1-8-13	2-20-13
Detrie Construction Inc.	Rent/Services	1-22-13	3-20-13
Northern Guardianship & Financial Inc.	Guardianship Services	1-24-13	3-20-13
BRING IT! Errands & Delivery	Supportive Home Care	1-24-13	3-20-13
Treu, Jennifer	Respite	1-24-13	3-20-13
Compass Counseling Wausau	Counseling	1-29-13	3-20-13
J.K. Flooring, LLC	Services	1-30-13	3-20-13
Advocates for Independent Living II, LLC	Services	2-5-13	3-20-13
Miller, Sandra K	Respite	2-7-13	3-20-13
Gussert, Christine	Volunteer Guardian	2-21-13	4-17-13
Davis, Donica	Volunteer Guardian	2-21-13	4-17-13
Grant, Mary Ann	Mileage	3-6-13	4-17-13
Kallas, Kim	Respite	3-6-13	4-17-13
Total Care Enterprises LLC	Snow Removal	3-6-13	4-17-13
Danen, Barbara	Rent	3-8-13	4-17-13
Turf Pro	Snow Removal	3-13-13	4-17-13
Dalbec, Mary	Daycare	3-18-13	4-17-13
Medicoping LLC	Supportive Home Care	3-18-13	4-17-13
Professional Services Group, Inc	Services	4-4-13	5-15-13
Pendleton, Elizabeth	Respite	4-4-13	5-15-13
Easy Communications dba Slavic Languages Group	Translation	4-10-13	5-15-13
Catalano, Sandra	Respite	4-12-13	5-15-13
Nellis, Eric	Respite	4-22-13	6-19-13
DeLeon, Oscar	Mileage	5-2-13	6-19-13
Coppens, Mike	Rent	5-2-13	6-19-13
Amedisys Home Health	Supportive Home Care	5-2-13	6-19-13
Midwest Dental	Dental Care	5-6-13	6-19-13
Woodside Lutheran Home & Woodside Manors	Rent	5-10-13	6-19-13

Brown County Human Services

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Weinfurter, Denise	Rent	5/23/13	7-17-13
Pamperin, Annette	Respite	5/29/13	7-17-13
Northwest Transportation Specialists	Transportation	6/7/13	7-17-13
Childers, Jacob	Mileage	6/7/13	7-17-13
Virtues, Anne	Respite	6/10/13	7-17-13
Portage County Sheriff's Dept.	Juvenile Detention	6/11/13	7-17-13
ManorCare Health Systems	Rent	6/13/13	7-17-13
Pine Crest Village LLC	RCAC	6/14/13	7-17-13
Pank Chiropractic	Chiropractic care	6/19/13	9-18-13
Arms of Angels Transport	Transportation	6/21/13	9-18-13
Buss, Julie	Respite	7/9/13	9-18-13
All About Kids	Daycare	7/11/13	9-18-13
Bialozynski, Arlene	Respite	7/18/13	9-18-13
Smith, Jennifer	Respite	7/18/13	9-18-13
Videos for Tomorrow	Video Services	7/19/13	9-18-13
Drivers 2B LLC	Drivers Ed Classes	7/24/13	9-18-13
CW Solutions	ES Training	8/6/13	9-18-13
Michel, Mark	Rent	8/20/13	
Rock, Amy	Respite	8/20/13	
Little Rock Fence	Construction Services	9/6/13	
Potthast O & M Services LLC	Training	9/6/13	
Carpenter Ear & Hearing SC	Professional Services	9/6/13	
Rehab Arices, LLC	Services	9/10/13	

Brown County Human Services

TO: Human Services Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: September 16, 2013

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Dudley Adult Family Home	Adult Family Home	\$10,580	2-28-13	4-17-13
Mossflower Harbour	CBRF	\$31,500	3-19-13	5-15-13
Age Well Centre for Life Enrichment	RCAC	25,000	5-2-13	6-19-13
Lad Lake Inc.	Child Care Institution	\$100,000	5-3-13	6-19-13
Adams, R. Adult Family Home	Adult Family Home	\$6,175	7-1-13	8-21-13
Compass Development SHC	SHC Services	\$230,000	7-24-13	9-18-13
Phoenix Behavioral Health Services, LLC	Autism Services	\$5,000	8-6-13	9-18-13
VanLanen Receiving Home	Receiving Home	\$9,427	8-6-13	
Moraine Ridge LLC	RCAC	\$120,000	9-3-13	

**Northeast Wisconsin Long Term Care District County Board Resolution
to Authorize NEW Family Care to Enter Into a Contract with the Department of
Health Services**

WHEREAS, pursuant to Wis. Stat. 46.2895, the Counties of Brown, Kewaunee, Door, Shawano, Oconto, Menominee and Marinette (individually "a County" and collectively "the Counties") formed NEW Family Care District ("NEW Family Care") by individual resolution from each of the Counties; and

WHEREAS, each of the County resolutions creating NEW Family Care indicated that a County would adopt a second resolution authorizing NEW Family Care to finalize the formation process and submit a bid to be awarded a contract from the Department of Health Services ("DHS") to provide the family care benefit to the region comprising the Counties; and

WHEREAS, over the course of the past two (2) months, representatives of NEW Family Care and representatives of DHS have met and discussed the possibility of NEW Family Care bidding on the contract for the provision of family care services and benefits, as well as the continuation of the grant funding that DHS previously authorized for NEW Family Care in relation to NEW Family Care's start-up; and

WHEREAS, DHS has indicated an intent to continue the NEW Family Care grant funding to allow NEW Family Care to position itself to be successful in its bid to provide the family care benefit and services; and

WHEREAS, DHS has indicated that it may release the official request for proposals related to the contract to provide the family care services and benefits as early as late 2013 or early 2014; and

WHEREAS, as indicated above, the Counties must adopt a second resolution, as contemplated within the first resolution adopted by the Counties creating NEW Family Care, to authorize NEW Family Care to bid on the contract to provide the family care services and benefits; and

WHEREAS, it is the County's desire that DHS award the contract to provide the family care services and benefits to NEW Family Care so as to allow the counties comprising the NEW Family Care region a voice in the governance of the entity that will be assuming long term care services from the counties; and

WHEREAS, the Counties' initial annual contribution to family care is set at no more than the amount a County spent on long term care services for the family care target populations in 2006, as adjusted for the average expenditures for the Community Options Program (COP) portion of the contribution for the two years prior to a county's transition to family care, and if that amount exceeds 22 percent of a County's BCA, the initial annual contribution is decreased, over a five year period, to 22 percent of a County's BCA and remains at that amount; and

WHEREAS, there is no provision in current law that would mandate that a County contribute to the costs associated with the formation and operation of NEW Family Care beyond the amounts associated with the 22 percent of the County's BCA, established over time, as set forth above;

NOW, THEREFORE, BE IT RESOLVED by the _____ County Board of Supervisors, that:

1. This document is intended to serve as the second, and final, resolution authorizing the continued operation of NEW Family Care. All conditions associated with this Resolution set forth in the first resolution authorizing the formation of NEW Family Care are hereby determined to have been satisfied.
2. _____ County declares that a need exists for NEW Family Care to provide long term care services to older persons and adults with physical and developmental disabilities in the region comprised of the counties that created NEW Family Care.
3. The purpose of NEW Family Care is to operate a MCO under Wis. Stat. § 46.284 to provide family care services and benefits.
4. The current composition of, and method of appointment to, the NEW Family Care District Board is hereby confirmed. _____ County shall retain the authority to appoint one (1) member to the NEW Family Care District Board, which appointment shall occur in a manner consistent with county policy. The NEW Family Care District Board is hereby authorized to establish terms of office for the NEW Family Care District Board members according to its by-laws, policy or resolution and otherwise in accordance with law. The length of terms and method of staggering shall be communicated to the participating counties. The NEW Family Care District Board is further authorized to create additional seats for the Board, and prescribe the method of appointment and term, as the need may arise.
5. NEW Family Care is hereby authorized to enter into a contract with DHS for the provision of family care services and benefits and to otherwise exercise all powers of a long term care district and care management organization set forth in Wis. Stats. Chap. 46.
6. Any savings generated as a result of NEW Family Care's provision of family care services and benefits in _____ County shall be dedicated to the provision of human services.
7. A copy of this resolution will be sent to the Secretaries of the State Departments of Administration, Health Services and Revenue as required under Wis. Stat. § 46.2895(1)(a)2.

Approved: _____, 2013.